



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

PLACE: George Mason Regional Library
7001 Little River Turnpike
Annandale, VA 22003
(703) 256-3800

TIME: 7:00 P.M.

DATE: September 11, 2013

SEATING: 175 (extra chairs provided)
Meeting will be broadcast for lobby viewing

AGENDA

I. PUBLIC COMMENTS

1. Ms. Jane Ampah, Secretary, Fairfax County Public Library Employees' Association
2. Ms. Kathy Kaplan
3. Ms. Tresa Schlecht
4. Ms. Mary Zimmerman, Past Chair, George Mason Friends
5. Ms. Nancy Allard, Co-Chair, George Mason Friends

II. MINUTES – June 2013 and July 2013

III. CHAIR'S REPORT

- A. Update to the Beta Project
- B. Board of Supervisors Proposed Changes in Fairfax County Public Library System (Available at meeting)
- C. August in Antarctica, Richard Byrd Library's 55th Anniversary Celebration, Saturday, August 10, 2013 (Attachment 2)
- D. Book Club Conference – Saturday, September 7, 2013, 9am, Fairfax County Government Center (Handout)
- E. Friends' Forum - Sunday, September 15, 2013, 1pm – 3:30pm, Chantilly Regional Library
- F. Friends' Choice Awards - October 9, 2013, 6:30pm Reception, 7:00pm Ceremony, Kings Park Library (Attachment 3)
- G. Board of Trustees Reappointments - Don Heinrichs, Peggy Koplitz, Liz Clements and Kristin Cabral (Attachment 4)
- H. Relocation of October 9, 2013 Board Meeting to Kings Park Library
- I. Closure of Burke Centre Library – 1:00 pm, Saturday, October 5, 2013
- J. FCPL Guidelines for Floating and Weeding (Available at meeting)

IV. COMMITTEE REPORTS

- A. Library Foundation

V. DIRECTOR'S REPORT

- A. Financial Issues
 - 1. FY 2014 Update
 - 2. Multi-Year Budget – FY 2014 and FY 2015 (Attachment 5)
 - 3. State Grant-In-Aid FY2014 (Attachment 6)
 - 4. FCPL Capital Budget Request FY 2015 (Attachment 7)
 - 5. Analysis of User Fees (Attachment 8)
 - 6. SIRSI Application Audit-Final Report (Attachment 9)

- B. Capital Issues
 - 1. FY2014 – FY 2018, Adopted Capital Improvement Program (Attachment 10)
 - 2. Comments Regarding the FX Fowle SAIC-Library Study dated July 10, 2013 (Attachment 11)
 - 3. Schedule for Temporary Library Move and Existing Library Construction (Attachment 12)
 - 4. FCPS Annual Request of Customer Information (Attachment 13)
 - 5. FCPS/FCPL Space Survey (Attachment 14)
 - 6. Facilities Update (Attachment 15)

- C. FOIA Request (Attachment 16)
- D. Branch Manager Recommendations (Attachment 17)
- E. Comments on Reorganization Plan
- F. Publicizing Library Events in September (Attachment 18)
- G. Kojo Nnamdi Show (Attachment 19)
- H. FCPL 75th Anniversary, 2014 – Planning Stages

VI. CONSIDERATION ITEMS - NONE

VII. ACTION ITEMS - NONE

VIII. INFORMATION ITEMS

- A. EAC Rep Discusses Library Changes Around the Corner (Attachment 20)
- B. Incident Report – July (Attachment 21)

XI. ROUNDTABLE

**FAIRFAX COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING**

June 12, 2013

REGULAR MEETING

Chair Jasper called the meeting to order at 7p.m. A quorum was present.

PUBLIC COMMENTS

Mr. Jasper read the instructions for speakers. There were two speakers present.

Jennifer McCullough, FCPLEA President - Library Board Members, Mr. Clay, and guests. Thank you for the opportunity to speak tonight about Library Employee Association concerns. It is through open and ongoing, clear and forthright communication that FCPL will successfully transition to a new service model. Initial staff reaction to the new library structure as presented so far ranges from quiet caution to bewilderment to anger. I am here to mention just a few of the many concerns staff have expressed. First, the new structure appears at odds with the initiative to breakdown silos or stovepipes in county agencies: it replaces the current two silos, information and circulation, with three: back-room, in-library public service, and programs.

Second, the promotion path within the Library Customer Service Specialists class is confusing. The programming stove-pipe has two job classes, Customer Service Specialist-2 and 3, while the Daily Operations grouping has four: Customer Service Specialist -1 and CSS-3, 4, and 5.

In addition, the current iteration of the new structure does not require that every library have available staff who specialize in youth services. How does that serve the community?

Finally, many of the CSS positions represent a down-graded pay-scale compared to comparable existing positions. We are concerned that the drive to economize in this way will not serve the library, the county, or the public in the long run. It will be many years before the full effect of these changes will be felt: what will happen when all the current librarians have retired or resigned? Will a library system that does not require any librarians on staff flourish, or will librarians prefer employment in localities that still find an MLS degree necessary to and required for effective service in public libraries?

Thank you for your time and attention. We are confident that continued communication between staff, administration, and the library board of trustees will result in a library structure that meets community needs while accounting for financial constraints.

1. Daniela Dixon, Branch Manager, Great Falls Library – Thank you for the opportunity to speak to you today. I am here to address the elimination of librarians in the reorganization of the library. The argument for the reclassification of the work force is to provide a better customer experience; that the nature of libraries is changing; that our patrons are changing, and technology is forcing the library to change. I agree that technology has presented us with tremendous opportunities to improve and modernize library services. I am not at all opposed to the streamlining of the workforce as technology allows us to eliminate time-consuming tasks that can now be accomplished through technological innovation. In fact, the director and the county have an obligation to spend tax dollars in the most efficient way possible, and I think the director has made tremendous strides in this area, and I support those changes. However, I have a concern that we might be “throwing the baby out with the bath water.” Yes, we need to use our staff resources more efficiently, but we have an obligation to society to not destroy the cultural institution that is the library while doing that. A good customer experience does not consist only of efficiency and speed. The patron does value time as a resource, and they do want to be able to access books in a speedy way, but my experience tells me that they also highly

value the expertise and knowledge of the librarian to aid them in their exploration of the library and all it has to offer. We must not forget what the core competency of the library is, and it is unique to the library: librarians' knowledge of, as Irish writer Frank McCourt called it, "all the bloody wisdom of the ages." We act as guides, as Virgils to the patrons' Dante, leading readers through the adventure of exploring our world and understanding it. We are a unique agency in the county, because we are a *cultural institution*, an educational institution, and institution that changes lives every day. We serve citizens from the time they are born to the day they die. We do baby lapsits, we do book clubs for all ages, we help parents guide their children in becoming lifelong readers, we help low income citizens educate themselves in any area of knowledge. We are the *poor man's university*. We are where the new American can come to learn about our founding fathers, our founding documents, our cultural and political heritage, to become better Americans. The American public library system is unique in the world and has been central to the deeply democratic nature of our country from the time of its founding. In that way we are not at all like the tax office, or the permitting department where efficiency is paramount. The argument is made that, not to worry, the library will hire people who love books, who love providing "good customer service." I am skeptical that this will be sufficient to maintain the high level of professional knowledge that librarians provide today. I would actually argue that the tremendous technological innovations and automation facing us free the library to *increase* the professionalism of the library, to place librarians front and center. With the elimination of many of the rote tasks, we could make every patron experience an interaction with a professional librarian. I know that other library systems have been streamlining their work force, as they should, but they have *not* eliminated librarians. Indeed, in many cases they have emphasized the centrality of librarians. I would like to emphasize that I am not making these arguments from self-interest. My job is secure and I will continue to do what I love. I raise these questions on behalf of society as a whole. Why assume that a better customer experience means eliminating librarians from libraries? And are you sure that citizens would welcome this change? Thank you.

MINUTES – May 2013

Mr. Ray and Ms. Peterson noted some edits. Chair Jasper asked that the minutes be accepted as amended. The ayes have it.

CHAIR'S REPORT

A. There were no speakers regarding the Internet Safety Policy. B. Board listing of terms. Mr. Clay pointed out that the Chair and Vice Chair are listed incorrectly and Ms. Petersen's expiration date is incorrect. Mr. Heinrichs pointed out that his term expires at the end of July 2013 and that he has spoken with Jerry Hyland who advises he renewed Mr. Heinrichs. Mr. Ray advises he has put in a request to extend his term. C. Mr. Jasper officially welcomed Ms. Karrie Delaney to the Board of Trustees as the Sully District representative.

COMMITTEE REPORTS

Ms. Petersen advises the Library Foundation met this morning, 6/12/13. She is not aware of any big news and that it was the last meeting of this fiscal year. The income for last year was about \$400,000 which includes a multi-year pledge from Al Gloskin. They projected about the same income for next year. As discussed at the retreat, there is a need in today's world to ramp up the development component of the Library Foundation. We need to be about tapping corporate individuals, foundation resources. Hopefully that is something we can move ahead on. There was nothing further.

NOMINATING COMMITTEE

Ms. Thorniley advises Will Jasper has been nominated for Chair for the second year. Charles Fegan has been nominated for Vice Chair and the Foundation Representative will be Mary Petersen. Ms. Thorniley asked for a motion of acclimation. Mr. Jasper asked for a second to the motion. There were several yes.

Mr. Clay added that it should be noted that Ms. Clements has been serving as the Board's liaison to the Friends Groups.

DIRECTOR'S REPORT

Mr. Clay advises our budget remains unchanged, which is good news. No reductions, we will move on and the same for 2015. Woodrow Wilson Library construction, there are two key dates which are pretty solid at the present time. Closing the branch on 8/19/13, reopen in the temporary space on 9/30/13. There will be no library service during these dates in that area. If all works, between 11/2014 and 1/2015 the new library will reopen. Ms. Petersen asked what the bids are coming in at? Mr. Clay stated we haven't done anything recently with the libraries. Ms. Thorniley stated that for the schools, they are not much of a bargain.

Mr. Clay introduced Jan Prasher to talk about the Specialist Class Series and then Katie Strotman will talk about the Beta Report.

Ms. Prasher began with it is a pleasure to be here this evening and this is the 30th anniversary of when she started at FCPL at George Mason Regional Library as a librarian. It has been a wonderful career. Her first topic is the changing nature of libraries and would like to share some of the things that have changed in information and libraries in the last 30 years. Thirty years ago, FCPL had extensive reference collections at all the regional libraries. George Mason Regional was one of the major libraries and had many reference tools. If you asked for information about an author, there was a whole range of titles called 20th Century Authors, Contemporary Authors. There was an index to the encyclopedias we used to find where the information about the authors was. Today if you asked for information about an author, anybody could look up that information and it comes up in spades. Not only in Wikipedia, but most authors have their own websites, blogs, and there are many ways for anyone to get information about an author. But back in 1983 that wasn't true. Same is true if you asked for information about businesses or investing. We had a whole section of investing, all kinds of expensive and very complicated reference resources. Some of which were only at the Fairfax City Library and to get that information, you had to go to that library. Today most of all that information, especially investment information, is available many places. In fact, businesses are all competing with each other to get you to use their website and their tools for finding the information you are looking for. That is another area where things have changed.

A third area where things have changed is reader's advisory. In 1983, when you came in and asked for help with a book, still, and even today, the best resource is a knowledgeable staff person who can take you to the shelf, who has read all or many of the books, and can, one on one, recommend the book to you. That was true then and that is true now. We will have that staff in the future too, that staff is not going away. But it was also, oftentimes, when you had that question, someone who didn't have the expertise would call another person who did have the expertise, to get the information. When no one was available, again you went to the reference books, to Best Books for Children or other different things. Now reader's advisory is much easier. She knows that may not be a popular view, but it is a very true one. Within the catalog there are many subject tracings that lead you to books. We are in the process of getting a new resource, upgrading our current resource, called Novelist, which does the same thing that NetFlix does. Anyone who looks a book up in the catalog is going to have if you like this book, these are similar ones. That is a world of difference. If you are a book person who subscribes to GoodReads, all kinds of resources are available to help people find books. While it is still the very best to have someone who has read all the books, recommend them to you, while we all would prefer that, there are still many ways to get to recommendations of books for adults and children.

As you can see, the kinds of questions that we used to get when people came to the library have changed. One big area where things have changed is Fairfax County's own information. In 1983 if you came in and wanted to build a deck, you had to come to the library to look for the building codes, you had to read the regulations. Now, if you want to build a deck, you go to the internet site and it is right there. Another big question they always got was school boundaries. You wanted to see where the school boundaries were going to change. We had these gigantic maps that you had to come to the library to look at, to see the changes. The resources were complex and ways to get the information was complex. That's not true now. All that information, the leveling of information, is our world today. In 1983, the regional libraries were the mainstay for reference resources. The staff in the regional libraries were hired to job classes with higher grades. In particular, we had a Library Assistant I and a Library Assistant II. The Library Assistant I's were information services staff at the communities and in the regionals, they were a Library Assistant II's. She is not sure of the year, but branch staff came to library administration and said we don't think that there is a difference between the resources that are available in a regional and the resources that are available in a community. Because we had become electronic. There is no distinction now between the grades of those job classes. And so, DHR, which is the Department of Human Resources, did a study and the result of the study was we created one new job class, the Information Assistant. That is still the job class that we have today. At that point, we had the Library Information Assistant and we also had Librarian I.

Another 10 years goes by and staff comes once again and says, there's not a difference between what a Library Information Assistant does and what a Librarian I does. This came from staff and at that point, once again the Department of Human Resources and the Library, took a look at what are the job duties, what were the differences between those two classes. And essentially, the conclusion was, again in all areas of public service, which is more than 60% of people's jobs, the duties were the same. There was not a distinction between what a person with an MLS did and what an Information Assistant did. To recognize that, what they did, because at that time the Information Assistant was three grades lower than the Librarian I, so they said we acknowledge that and we are going to make a one grade distinction. So all of the Information Assistants grades were raised and the Librarian I's stayed at their grade. It was a way to acknowledge that there is an MLS but actually the job duties are the same. Looking through the years, going back 30 years ago, we have a long tradition in the library of outstanding information assistants. We have always had outstanding information assistants. She can name Lois, Mary Rose, Alice. Those were the three Information Assistants who were here when she came to the library. Every librarian has worked with outstanding information assistants in FCPL. Essentially, when the Information Assistants were regarded within one grade of the Librarian I, the Library recognized that the public job duties were the same. At the time there was still some distinction perhaps in the workroom but a job description class is based upon the content of the duties, not every duty has to be exactly the same.

Moving forward, where we are right now, we are in an era in the County where the budget nature has changed. It is very clear, we have all seen it coming, the shrinking resources of the County and the Library is part of that. We looked at what we have before us and determined that we wanted to address our future, we didn't want to have the future happen to us. We wanted to be able to make a difference, so that we will be able to provide library services as we have in the past, excellent ones now and in the future. This plan we have, staff are sometimes saying it dropped out of the blue. It really hasn't dropped out of the blue, it really started with the library board and with Joey Rogers' report. The library board asked Joey Rogers to look at our services and to give us direction as to where our resources should go. We have been working with County HR to look at that and to look at what direction we are going. It also came up in 2011 when we said we wanted to open the communities back more hours and we wanted to add hours back. We said we needed positions to be able to do this. So then the debate became, what positions do we need? And it was at that point when we determined that what we needed were staff who could work both information and circulation. The kinds of questions that we get have changed, because

information that used to be available in the library, the customer can find quite easily themselves. We determined that what we felt we needed going forward was someone who could answer the range of questions someone came in to ask. If they ask about an author, you can help with that, if they ask about their account, the person won't think they have to ask this person here and this person there. We wanted to be able to have one person answer the question that the customer asks. Not to send them back and forth between the two desks. When we did that, we looked at what our class specs were, the County looked at them as well and said our class specs you have Information Services and you have Circulation services. But what we need and what, we the library would like to have, is a position that can do both. And that was the beginning of the new job class series. Ms. Prasher continued talking about the Library Customer Services Specialist series. This series is going to replace all of the library series that currently exist. That includes the Library Assistant I – IV, which is generally circulation, it also includes the Library Information Assistant and Librarian I – IV. All of the staff who are currently in these job classes are going to stay in these job classes until such time as we determine there's more vacancies, more people in the new series than in the old series, and then we will take that to human resources again. In general, at least for the next 3-5 years, the staff who are Librarian IVs right now, will stay Librarian IVs until such time as the library system and the county determines it's time to look at the whole picture. Minimum qualifications for the library customer service specialist series require either an associate or a bachelor's degree. Once again, our library information assistants have always had a bachelor's degree. That is the same in the new series, the Specialist II class, which includes programming, outreach and specialized information. We are going to continue to look for and hire people with an MLS or BA. What's different in the new specs from the old, is that it is not a requirement that you have an MLS. We have just advertised for Cataloging Supervisor. We currently have a vacancy called a Cataloger. If there's ever been a class or job where one would think an MLS would be important, it would be in a cataloging series but knowing that we are not going to continue the librarian series, we have advertised and re-classed that position to be a Management Analyst II. We have written the ad to include a preferred qualification for an MLS, but it is not a requirement of the job class. The difference is it is not a requirement it's a preferred. A copy of the ad is included. The Management Analyst I is an entry level. Level two is specialized. What a cataloger does is specialized. We had 12 – 15 people who had an MLS who applied for this job. We want to hire someone who has an MLS who can do the work, but at the same time it also opens up opportunity for our current staff, many of whom sign on and are doing basic level cataloging. It's like being an apprentice. The new class means someone who is an apprentice could apply for a cataloging supervisor position. Ms. Prasher is confident we are moving forward and we will have the expertise and a terrific staff that we had before. There were some questions about what is the career path, how do you get from one class to another. The new series is actually very similar to the current series in the Library Assistant I – IV class. There are two ways to get from one to the other, while it looks confusing, because it's new, it's actually very similar to the Library Assistant series that we already have. Things will become clear as we move forward as we begin to fill positions in the series.

Ms. Strotman began talking about the transition roadshow, which we are calling our teams of two that are going out to branch staff meetings right now. What we are doing is going out and sharing the information that Jan presented about the class specs and we are also going to talk about the beta branches. We have gotten a lot of positive feedback so far from branch staff and it certainly has been something they have heard about not only from Sam, over the course of this past year, but from their own branch managers. The branch managers get together every other month and lots of information is shared with them and then they go back and share that information at their staff meetings. Many of these details, they are being heard through various means, but we know that it is always good to present a lot of information, to give a lot of options for people to see it in different ways and certainly to ask their questions. We will continue to go visit branches as we have more details because certainly we have a lot of things that still need to be worked out and we will have upcoming ways for staff to be a part of all of the changes and get their feedback so that we have more information directly from them as we move forward. The next slide is

about the beta project which is the overview slide. The piece she wants to start with before she discusses this particular slide is that the staff that we have today are staying in positions they have today. The class specs that Jan just talked about are future but we are not moving anybody into those new job classes today. For the first one, what does beta mean? Just like a software company or a beta version of anything, it is a proto type of a product and that is exactly what we are doing. Which means we are going to test it and verify it before we go live. As you can imagine, this is a big move for the library system and we have lots of different things going on at the exact same time. We want to have an environment where we can test out our assumptions and see if the assumptions in our model are something that we can move forward, where the tweaks are, what we need to do before we roll it out to the system.

Why are we doing this? We are doing this for a lot of different reasons, but one, as Jan mentioned and you all are very aware, the budget has changed for us over the last few years. We know one thing we have to do is reduce staff. Our big dollar tickets are our collection and our people. We know, that as we move forward, we are going to have to reduce our staff. The plan as was mentioned earlier, goes through three major areas. One, an area that works directly in the front part of the library with customers. The second one is the back room work, which is really taking some of the tasks that are done in various parts of the library but predominantly now in the back room and working in one area to get those all accomplished. We have programming and outreach and will go into each one in a few minutes. We are going to have these beta projects at Burke Centre and at Reston Library. Burke Centre, as you know, has been working in a new model for a number of months. Last fall they moved to a center desk and they have been working that way with the staff is able to do both circulation and information. So it made sense to use Burke Centre as we continue forward. Reston, we are going to try this particular beta project because Reston is our busiest regional library and we know that our assumptions have to work at a small library, a medium library and a large library to be successful.

We begin the project in September, so we have a lot going on this summer to get ready for that. And we have it, right now, slated to be evaluated in March. So we are giving it six months to look at the assumptions, to keep very close documentation of the various things they are doing, what the workload will look like and of course we will be evaluating it beyond March. That is going to be our first benchmark. The next part is the purposes of the beta project. The very first one is to test the staffing model, prior to full implementation. We're using our current staff, again, to test what we want our model to look like. We are not moving people into the new class specs but we are going to put people into these positions to see how it works. We will be looking at reducing staff through attrition, at some point, that's how we will reduce the numbers we are talking about and we know that when that happens the branches have to have fewer staff. What we are really doing is taking a look at our assumptions of the workload and putting that into our new model. We know one of the priorities of the Library Board is access, so what we are looking at too is hours down the road, we will be evaluating that to see whether we could possibly consistently do our regional and community hours, but that was down the road.

For the beta project, it means that circulation and information staff will be working at one desk. They will be learning from each other and they will be passing on questions as they need to. There will be staff there that if you are not able to answer a question or it's a reference question that you are not familiar with, you will be able to pass that off. We have heard from staff that in this area it's difficult to work on a part-time salary and we heard from people that they wish that they could be full-time and we just don't have the openings. We lose people to other library systems, to schools as they look for full-time work. So one of the things we are going to test is what it looks like to have 40 hour employees. It does not mean our 20 hour employees we have today are moving to 40 hour positions, it just means that we begin pay period to pay period, we are going to have them work 8 hour shifts to see what that looks like. Here are the numbers: at Reston Library, right now, their full staffing equivalent is 20.5 full time employees. In the beta model, we will take that number down to 13.5. Currently at Burke Centre Library, there are 9.5

full time equivalents and we are going to reduce that down to 7. So some staff will have to be transferred at some point to get to those numbers. They will be transferred to other branches and we are surveying them so that we have their preferences as we move forward. All that plan on how that movement will happen is being worked out today, so she does not have specifics on what exactly that will look like. She knows the handout is the longer version of this particular presentation which is really the one that we are doing at the branch staff meetings, so you will get to a slide that has a little more detail on how that looks.

The second reason we are doing the beta, to determine the staff that are required to do the support work and that was what she was talking about for workroom. We have lots of things that happen in the workroom, that keep the library running. Deliveries, supplies, pick lists, periodicals, answering the phones, many different things. We will be looking at what that is like to have a person or two people, and volunteers and pages, working together on just that work. We will be analyzing and keeping track of that work and seeing exactly how that flows. Does it back up in a particular way? Do we need to do something different about some of the things we are doing? We have efficiencies that are coming that are also mentioned in that slide presentation in the packet, where we will be able to gain some time by doing things a little bit differently too. With money handling, with workroom, with how we label holds books. Those should be coming in the next six to 12 months. The third purpose for beta is increasing the number of programs and outreach activities that are offered in our branch service areas. We know, for as long as she has been part of the library, and even longer, education is important to what we do. We partner with the schools, we focus on early literacy, it's a very important piece of what we do and we do it now and we do it very well. We need to demonstrate to the county officials that we are part of that education community, that what we provide is vital to students, and one way to do that is being out in the community. By being in the schools, by talking, by being in head start classrooms, by being part of community groups, whether that's a Lions Club meeting, a Chamber of Commerce meeting, whatever it might be. Because we know that we do a very good job of reaching the people that come into our branches. That every single day, we hear from someone that they had no idea the library did that or they had no idea there was a library down the street or no idea that the library had early literacy activities for my child. So one of the reasons we want to be out in the community doing more programming is so we really build those connections. We certainly can't reach everybody in Fairfax County, there is no way we will be able to do that with just outreach activities. But certainly being out there is different than expecting people to come to our branch. We will be doing all sorts of different types of programming with the staff we hire, or in the new class series eventually. The staff we have right now, we are expecting them to do more programming and more outreach than they are today but we also are having that staff do our branch programs too. Post a puppet show or be out in children's area helping parents find picture books, whatever it might be. We know there are a lot of pieces to programming, there is planning, time to plan, you need time to look at new books and all of the different things you need for quality programs. Not just looking at quantity but quality too. We are going to be testing that in our beta models to see what that looks like. You might be wondering if you don't have Reston or Burke Centre, what you might be seeing other branches you visit at this time and we will be cross training staff. That means our circulation staff will be working with information staff and vice versa, so they are learning each other's jobs. We have already talked about that position we have in place now that does both of those different duties so they'll learning from those people. We have new products that she mentioned, they will be coming and certainly we will be working with input, with work teams made up of our library staff that helps us as we go forward with some of the new initiatives or projects. Certainly we need that input from staff as we move forward.

Ms. Cabral – the Customer Services Specialist (CSS) series that is new, reading the expanded slide, she understands that you are replacing the current class in the information services and circulation services which amounted to about 10 different titles down to five position titles.

Ms. Prasher added plus the workroom staff. That is in the Administrative Assistant series which is a county series.

Ms Cabral continued that during the retreat, we Skyped with the head of the library system or had experience with what they are doing in King County, Washington State. She knows we had a concern about titles, she recalls that King County used words like public and associate and not so much the business model language of customer service which she had concern that for the career of our wonderful librarians that if they were to relocate across country, that what was once a librarian is now a customer services

Ms Prasher - what people put on resumes is not usually the class specs, they use the working title. In Fairfax County, we haven't called them librarians in a long time, we call them Information Specialists. *(The working titles changed from Information Specialist to Librarian in 2010 after the RIF. Ms. Prasher incorrectly stated that current working titles were not librarians.)* There is a difference between the working title and the class specs.

Ms. Cabral noted former titles have been replaced except for those grandfathered in. Library Information Assistant, Librarian, Library Aid, Library Assistant. Ms. Prasher stated those are class specs. Library Aid is generally called a Circulation Aide. That's the working title. Youth Services Manager is a Librarian I. They would probably put Youth Services Manager as their job title on their resume.

Ms. Cabral – what if future employer called for references, she is concerned, she gets the sense of being demoted in the marketplace because of change in the language.

Ms. Clements – language matters. What's wrong with calling a librarian a librarian?

Ms. Prasher – if you look on our Infoweb and looked at position descriptions, you would see Information Specialist, you would not see Librarian. Librarian is the job class but there are many different working titles within a job class. Librarian I is also a Youth Services Manager. That is the position description. *(The working titles changed from Information Specialist to Librarian in 2010 after the RIF. Ms. Prasher incorrectly stated that current working titles were not librarians.)*

Ms. Clements – but that is what she does.

Ms. Prasher – that's the working title, that's the position description.

Ms. Cabral – are these new position titles set in stone?

Ms. Prasher – we haven't written the position descriptions for the new job class. The class spec titles are set, yes.

Ms. Cabral – that is the answer to her question. She points out where it says the new class series is approved by the County Executive on May 6, 2013. She always puts her official title on her resume. Her next question, the percentage of librarians that are now going to be classified as customer services specialists staff, her understanding from the slides of the beta project proposed staffing model both diagrams for Burke and Reston, we are talking up to 50% of those who work in libraries will now be the CSS titles, class?

Ms. Prasher - has not done the percentages. We want most of the staff to be working directly with our customers and all of the customer job series are in the Customer Services Specialist. The only one that would not be in there are the workroom staff. We want our resources to be working directly with customers. We are trying to reduce and make many efficiencies in the workroom.

Ms. Strotman – to clarify, that is not the current staff today. We have a brand new class series so that some day down the road when we get ready to fill in those particular job classes, those people will be in the library customer services specialist series but the current staff in place today, they are still staying in their exact same places. Nobody is moving from one into the other at this time.

Ms. Cabral – agreed with Ms. Strotman. Asked as doing the transition roadshow, what type of questions/feedback are you getting on these particular kinds of questions she is asking? The CSS new series titles.

Ms. Strotman – the difference is we don't have position descriptions and job titles done yet. So far it is just the class series.

Ms. Cabral – in her materials, she has class specifications full pages for Library Customer Services Specialist I, II, III, IV, V. When you advertise for a job...

Ms. Prasher – if you look at Cataloging Supervisor, it is a working title, underneath it says Management Analyst II, is the job class. It is the same for a Customer Services Specialist.

Ms. Cabral – Management Analyst II, would that be under the Administrative Assistant County Job series.

Ms. Prasher – no, that is technical operations. There is a sample job for Community Branch Manager, and Customer Services Specialist.

Ms. Clements – you say the next three years this is going to happen. Ms. Prasher stated five years. Ms. Clements asked where is the progression in the pay? If going from one system to another, who is ??

Ms Strotman – today, no one is losing their salary, whoever is in a position today, stays in that position. No one on current staff right now, is losing money. When we get ready to advertise for these new positions, people will apply for them at whatever salary range is already there. Some staff will be applying for some of those jobs, outside people may apply, they know the salary range as they apply. The high and low of the salary.

Ms. Prasher – for current employees, there are promotional policies at the County, depending on what your grade is now will determine what your increase will be.

Mr. Heinrichs – you have the dashboard with Burke Centre and Reston staff members, you will beta test, when do you actually expect to find out if the numbers are too low or too high? Is that the purpose of the beta?

Ms. Strotman – yes, absolutely. That is why we will track workload, how many programs are done.

Mr. Clay - results of beta will give us direction. Will have to make modifications

Mr. Heinrichs – issues for emergency staffing. King County did cluster concept, to extent we have supervisory district, any thought along that line of clustering.

Ms. Strotman – we have support in clusters now.

Mr. Ray – talked about Reston dropping staff. Guess you won't get to it in six months. He was told we are doing the beta. Didn't realize will do that in six months.

Ms. Delaney – where we are decision making. Where will checkpoints be, how much approved, can't turn back, voice concerns.

Sam – ongoing process, monthly. Benchmarks along the way. No idea how long will take. At least 3 to 5 yrs. He is very excited about it.

Ms. Thorniley – did you hire Transition Manager? Yes

Mr. Ray – the actual people walk through door, what mechanism exists to get public's feedback? Way to solicit reactions. Mr. Clay answered yes. 99% positive comments. Will do surveys

Ms. Petersen – commend staff for work done. And book at retreat. Thinks compelling reasons. Devil is in the details. This is, by far the most important thing we've done in the last 10 years. Board is responsible for library policies and making budget recommendations to Board of Supervisors. Fairfax County and City of Fairfax think great thing and very supportive. Kevin Cao used library as location for program. It was a fete a compli. Requiring work on weekend, have to think how it plays out.

Will you be influenced on what staff has to say?

Mr. Clay – three ways to voice comments. We are getting all kinds of issues and concerns. Wonderful questions cause us to think. Roadshow ongoing process. Always soliciting comments and modifying processes and decisions, third, 7 to 8 working task forces. Mix of people involved in that decision.

Ms. Petersen – can get to win, win.

Mr. Fegan – thinks, everybody did excellent job of educating board. Looked at staff reactions. Feels one problem is when change takes place, a natural uncomfortableness. When talking about career and how working hours affected, they have right to be concerned. Can see admin point of view regarding weekend staffing. We have to get together (perfection is enemy of good). Staff hasn't accepted this. Pretty obvious, maybe many have and many haven't. Good to listen. The job titles are personal thing, proud of. Ask people to get input, what job to be called. This is very important. Admin has responsibility for programs. Nothing is wrong to listen. He thanks everyone.

Ms. Thorniley – thanked those who spoke. Obvious there are issues. Sat work, issues have to be discussed. Recognize and realize, Board will work for constituents, however, is a county function to administer the library. You are important, is not up to us. Some don't work on weekends. Required to do a service.

Ms. Clements – in theory, recognize how diverse county is. Hoping we will be flexible enough. Burke Centre is a nice library. Is only board member who went to Burke Centre. Worries about Woodrow Wilson, Thomas Jefferson, that language Keep multi-language libraries.

Ms. Prasher – always a preferred

Mr. Ray – felt like Ms. Petersen. In Jan the Director told him what was coming so not much a shock. Find it disconcerting. Shouldn't come about with Board giving final go ahead. Biggest thing for him in 4 yrs. Transition is difficult. There could be a different change. Does like, has hard time believing that those with MLS will not rise to top of list. Creates opportunities to open positions. Real world experience can be valid training for someone. Ms. Petersen is right, whether good or bad idea. Hopes we get a lot of information out of this.

Ms. Cabral – thanks for answering all questions. You said a lot happened out of our control, is with HR. Other agencies being affected by these changes also. Reduction in force, reclassifications. If so, open to public meetings, does BOS approve HR internal decision making?

Mr. Clay – other agencies being directed to follow the library.. We are ahead of the game.

Ms. Delaney – landscape set for us, Good culture here at Fairfax, seeing some changes as attrition occurs, how to ensure title and quality changes do not dilute over time. Respect idea of opening opportunities to people with credentials. If we are lacking having specialists in areas, how to ensure over years does not dilute the culture.

Mr. Clay - response is to listen to customers. Fairfax is not hesitant to let us know.

Ms. Delaney – people don't know what library offers. Opportunity to find out what staff and customers are saying.

Ms. Clements – great library staff in individual branches. Need to foster as moving people around. Invited to a party, wonderful to be part of party with customers and staff. Need to be involved.

Mr. Heinrichs – County Executive alluded to concerns county wide. Library came up as opportunity. County Executive wants to streamline.

CONSIDERATION ITEMS	NONE
ACTION ITEMS	NONE
INFORMATION ITEMS	NONE
COMMENTS	NONE
ROUNDTABLE	NONE

Chair Jasper adjourned the meeting at 8:50pm.

Members Present

Members Absent

Will Jasper
Charles Fegan
Sam Clay
Liz Clements
Susan Thorniley
Karrie Delaney
Mary Petersen
David Ray
Donald Heinrichs
Kristin Cabral

Dr. Joseph Sirh
Peggy Koplitz
Michael Cutrone

Respectfully Submitted:

Approved:

Edwin S. Clay III, Library Director

Willard Jasper, Chair, FCPL Board of Trustee

**FAIRFAX COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
July 10, 2013**

REGULAR MEETING Chair Jasper called the meeting to order at 7:00 p.m. A quorum was present.

PUBLIC COMMENT Mr. Jasper read the instructions for speakers. There were three speakers.

Speaker 1 - Christine Jones, Branch Manager, Centreville Regional Library

My name is Christine Jones. I'm the branch manager of the Centreville Regional Library and have worked for FCPL for 14 years. I am a reluctant speaker this evening. I have immense respect for those designing this reorganization, who I know to be doing their very best under impossible circumstances, but I must respectfully disagree with the assumptions presented to the Library Board in June.

Assumption #1: Library staff no longer receive complex reference questions. This is simply not true. Information services have certainly changed during the digital age, but they are in no way self-service. Having worked in both the print and digital eras, I assure you that information professionals are as necessary today as we were in the print era.

Assumption #2: Customers can now answer their business questions online. Many business questions can be answered online *if* people know where to look *and* can figure out how to use the resources. But they can't. They need our help navigating the wealth of accurate information and avoiding the larger collection of misinformation.

That said, FCPL can, and must, become more efficient. I fully support the single service desk model, floating the collection, and the Comprise financial system. I also support making an MLS degree a preferred, rather than mandatory, qualification for information positions. FCPL has historically trained employees without MLS degrees to successfully perform all information functions and those employees deserve the same pay and promotional opportunities that their colleagues with MLSs earn. However, opening these positions should not result in downgrading them. If the new position requires employees to perform the duties of current information *and* circulation staff, logic dictates that the salary be *at least equal to* the higher of those two positions. I would argue that it should be even higher, as the new position requires more of each employee.

If County HR heard the same information that you hear last month, I am not surprised at their decision to downgrade the position. The presentation did not accurately reflect the expertise, knowledge, skills, and abilities required of a successful information professional; I did not recognize my job as described in that presentation. I share the Library Board's concern over the "Customer Services Specialist" job title. Why not keep the universally recognized job title of "librarian"? I love this institution and believe in the civic value of public libraries. I fear that FCPL's services will decline under the proposed plan as current staff retire or resign. Candidates interested in careers as information professionals will apply to the many neighboring jurisdictions

instead of Fairfax County. The proposed positions will attract people interested in jobs, rather than people committed to the mission of public libraries. We will get what we pay for.

It is my professional opinion that basing FCPL's future on the assumptions above is a mistake with severe consequences and I urge thoughtful reconsideration of them.

Speaker 2 - Deborah Smith-Cohen, Assistant Branch Manager, Patrick Henry Library

I will begin with critical observations on the proposed FCPL restructuring and follow with a few specific recommendations for its improvement.

- None of us here is naïve enough to believe that library services should remain the same in the face of reduced budgets and changing use patterns. However, there are many parts of the current plan that are poorly thought out and destructive to both good service and creative service.
- Aspects of the plan are unfair to staff who will not be given increased compensation, and yet will be expected to perform more technically demanding work.
- Other aspects discount both legitimate professional credentials and specializations, and the ongoing need for professional expertise, albeit in new ways.
- By far the worst part of this process has been the inadequate communication with staff, the lack of an active role for staff in the development of solutions, and the dismissal of staff questions and objections over the past several months. Without staff experience and insight, it is certain that the best options cannot be identified and implemented. The staff who must make this transition work feel disrespected and marginalized.
- Many of us are afraid, angry, and uncertain about our employment future and about the direction FCPL is taking. We cannot be pacified: We must be engaged and won. Without staff buy-in, no restructuring program can succeed. And, Mr. Clay's quote in the Fairfax Times notwithstanding, customers will know the difference.

Recommendations:

1. The only way to avert longer term cuts and even reverse them is to improve (not maintain) our performance, increase (not cut) our visibility, and move away from a "no adverse impact" mentality to inspire a WOW! From our markets and funders. Improved internal and external marketing capabilities must enable branch staff to use technologies now unavailable in ways that are not driven by tired centralized standards. (YAWN!)
2. Revise the Programming position to reflect the diversity of audiences and the synergy of youth readers advisory skills and youth programming. Do not expect programmers to thrive without mixed opportunities and do not underestimate the prep time to keep such programs fresh and successful.
3. Retain the S14 Library Assistant I position to address both basic circulation services and remaining workroom tasks that are between Page skills and the skills of a Workroom Manager. Gutting the workroom puts our collection's availability to the customer at risk.

4. Increase explicit support for training within the branch by peers & managers, online, and in offsite courses. It is currently very difficult to schedule staff time to learn the skills needed and the reduced staffing proposed would close that window even further.
5. Finally, give staff a channel to share creative ideas and enable them to be implemented broadly, during (not after) these Beta programs. Do not restrict staff participation to implementation of a flawed model. Do not let what is excellent and exceptional be driven out by “shrink-to-fin” minded leadership.

Speaker 3 - Nancy Bronez, Youth Services Manager, Thomas Jefferson Library

My name is Nancy Bronez. I have been a YS Manager with FCPL for 6 years. I am a professionally trained educator and librarian. TJ, my library, serves a high need, largely immigrant population. I serve 8 public elementary schools, several of which are Title I schools. I do believe that a reorganization of FCPL is necessary in order to comply with the County’s mandate that we reduce our budget another 2%. I would like to propose a different solution than the one currently moving forward.

We know that the schools are always funded. Though only 25% of households have children, society believes that caring for and educating youth is an essential role of government. I am happy that our new Strategic Plan confirms that FCPL must also view itself as an educational resource and align itself with schools in order to be seen as an essential agency. This new view is a direct result of input from the School Age Customer Service Team on which I served. It is time for FCPL to execute action in support of this goal.

The Beta test scheduled to go into effect this fall is counter to this goal. The BETA experiment dismantles the Youth Services departments system wide.

All businesses measure their success with numbers so I would like to talk numbers.

We can measure Door Counts and Circulation.

This past June, my ½ time assistant and I went out to 8 schools in our service area and book talked to almost 5000 children. This is a marketing activity to promote the use of the library during the summer, These kids came into our library for programming and to join the SRP. The popular Legos program I brought to TJ regularly draws over 100 attendees for a 90 minute staff program. The Paws to Read program served 95 children in June alone. This is why our door count has averaged 1200-1500 per day.

Circulation – “the sale of our product” in business terms is another measurable data point. TJ’s collection ownership is evenly split 50% adult materials, 50% youth materials. The current checkout however, shows 70% of the branch’s checkout is from the youth collection. (0-18 years old)

This high checkout % does not happen in a vacuum – it is the result of several factors:

- YS knowledge of the literature 10K books/year published for children
- YS guidance and expertise through the maze of choices
- Displays
- Collection development to support FCPS reading assignments’ and curriculum
- Personal knowledge of the customer’s their likes and dislikes, relationships built over years
- Customer trust in us as knowledgeable experts

YS staff undergoes extensive training in child development for early literacy application to serve the 0-4 set, reader's advisory for emerging readers (k-2) and reading for content for the 4-8 graders. No other staff possesses this level of specialization.

FCPL has several libraries which model excellent service to youth, PH, JM and CH to name a few. The service these libraries provide is a direct result of the branch managers' belief that service to youth is of high value and critically important.

CH Regional Library Branch Manager Daria Parnes has created a model library for service to youth through purposeful and intentional actions:

- Partnership with schools
- Robust YS staff, converting open adult positions to YS
- Training in services to autistic children
- Early lit mentoring of other staff, myself included
- Creation of welcoming spaces for youth and teens, both physically and in staff attitude

I propose that FCPL move to enhance the agency's service to youth instead of dismantling the department.

- YS Coordinator at Admin level
- Create more youth services staff positions
- Encourage ALL branch managers to make service to youth a priority rather than an exceptional few.

- Allow YS staff to drive programming rather than a top down administration approach
- Trust YS staff's expertise in the area of service to youth and value their input

Conclusion

Budget reality= kisses 56 to FCPS 1 to FCPL Follow the chocolate. Put the money on service to youth and their parents in order to create loyal and vocal advocates for libraries. Thank you.

Mr. Jasper thanked the speakers.

Mr. Cutrone asked if there were any additional speakers in the audience and advised that five speakers are allowed per meeting and only three registered to speak tonight. There were no additional speakers.

MINUTES

Chair Jasper called for a motion to accept the June minutes. Ms. Clements asked for a postponement of the approval of the June minutes due to the minutes not being received in a timely manner. The motion was seconded and the June minutes will be approved at the Sept 2013 meeting.

CHAIR'S REPORT

Chair Jasper talked about the Burke Centre Library birthday celebration held June 22, 2013. He advises it was a wonderful time had by all. The Library Board Officers elected. Mr. Jasper re-elected as Chair, Mr. Fegan re-elected as Vice Chair and Ms. Petersen re-elected as liaison to the Library Foundation. A revised Board Listing of Terms attached with correct information for each member. Reminder there is no board meeting in the month of August. The next meeting is scheduled for September 11, 2013.

Chair Jasper advised the board members that he received an unsigned letter regarding issues relating to the restructuring plan. Chair Jasper advised that he (Chair Jasper), Vice Chair Charles Fegan and Library Director Sam Clay will review the system top to bottom and will report back to the board members in September with a report.

Mr. Ray understands that this is out of our hands. He is disconcerted by the way that last months' presentation was presented. He asked how much leeway is there for the board to tweak the program, abolish it or to try something else?

Mr. Clay – the proposed directions and strategies involves filling in the blanks. This comes from County Human Resources.

Mr. Jasper – this is a policy and procedures issues.

Ms. Clements – we have a policy and personnel committee that has not met in recent months. Have you considered this?

Ms. Cabral – doesn't the Chair have the authority to call an ad-hoc committee?

Mr. Jasper – yes.

Ms. Cabral – transparency and accountability still within the realm of our decision-making.

Mr. Clay – we will get a report to the Board in September and the committee will consider the results.

Mr. Cutrone – does the Board have the authority to approve or disapprove staffing plans?

Mr. Clay – yes

Mr. Heinrichs – does the beta project start on September 1st?

Mr. Cutrone – not if a motion to postpone is approved.

Ms. Thorniley – we must clarify if the County is responsible for personnel and job descriptions, understand it is out of the realm of the Board. We need legal clarification, we can talk about it but to change it, we need clarification.

Mr. Ray – can it be implemented on Sept. 1st and then meet a few days later?

Mr. Fegan – we heard from the speakers and what's needed is tweaking. He would be opposed to postponing. Things can be changed. We have to go forward, looking at and listening to changes. A beta program is a beta program, if it doesn't work, get rid of it as quickly as possible. You have to take a look and listen. It would be just as bad if we say no to the program.

Mr. Heinrichs – we have to be cautious. Ms. Thorniley pointed out when she said specific staffing issues are not our responsibility. We look at policy issues related to the structure.

Mr. Jasper – legally we are responsible for policy and budget development, not operations. That is the Director's responsibility.

Mr. Ray – we have the authority to hire and fire the Director, not hiring people. Do we have the authority to say we don't like the plan, we like it 50%, keep some of it and drop some of it? Got the impression from last month's presentation that we shouldn't worry our pretty little heads about the beta program. Mr. Ray is not trying to be mean but for him, that is how it came across.

Ms. Thorniley – the job descriptions are already written. We can't change them but Sam can.

Mr. Clay – in partnership with County HR we can. County HR determines pay and the rates.

Ms. Clements – do we need to have an August meeting?

Chair Jasper answered no.

Mr. Fegan stated he attended the Burke Centre bash. There was a tremendous Legos display, with entries from students from kindergarten to college. Branch Manager Linda Schlekau should be commended for an excellent bash.

Mr. Cutrone requested a motion that the Board request the pilot staffing plan be postponed until after the ad-hoc committee meets.

The motion was moved, seconded and approved that the beta project is postponed until October 1, 2013.

Mr. Fegan asked Mr. Clay if postponing will interfere with the operation.

Mr. Clay answered it is not a major issue.

Ms. Delaney asked at what point will next steps be taken to affect the postponement?

Mr. Clay - At the September board meeting.

Ms. Clements – advises she has a list of questions about the beta program.

Mr. Clay asked Ms. Clements to come to him with any questions.

Dr. Sirh – after the meeting with Mr. Jasper, Mr. Fegan and Mr. Clay, would like to get together in early September to discuss the consensus of the ad-hoc meeting.

Mr. Jasper – a report with the results of the ad-hoc committee meeting will be available in September and then implement the beta project in October.

Dr. Sirh - is perfectly reasonable to wait for what the review committee has to say.

Ms. Cabral – would like to get the report at least one week before the September board meeting. That will allow one good week to review the report.

Mr. Cutrone – he has heard from 37 people from Reston Regional, Kings Park and Oakton libraries, the community as a whole has an issue with the beta project. It is not inappropriate to postpone the beta project.

Mr. Jasper – advised the motion carried that the beta project is postponed until October 1, 2013.

Ms. Thorniley – a large turnout came to Mary Zimmerman's retirement party. Ms. Thorniley moved to send a letter thanking Mary Zimmerman for her service and thank her for what the Friends Group has done for George Mason Regional Library.

The motion was seconded and approved.

Mr. Fegan – moved to send a letter of condolences from the Board to Deputy County Executive David Molchany on the death of his mother. The motion was seconded and approved.

COMMITTEE REPORTS

Library Foundation – No report – (Ms. Petersen absent)

DIRECTOR'S REPORT

Mr. Clay advises FY2013 closed. Now looking at FY2014 budget. \$2791526 adopted for the full year. We had a reduction in materials and a reduction in personnel. Not sure what the 2015-2016 budget will look like.

Mr. Heinrichs – asked when will the budget start?

Mr. Clay advises 2015 budget will be the first full cycle.

Mr. Clay advised there is a proffer in the works with SAIC for a proposed branch in Tysons. Is a 17,000 square foot building adjacent to the Metro. He advises this may not occur in our lifetime. Laughter from all.

Regarding the Fairfax Center Area, we have looked at various locations. No issues at this time.

Facilities Update – all air conditioning controls are handled long-distance. Staff unable to control temperature at the branch.

Mr. Fegan asked if the temperature in the library is unbearable, do you have the authority to close the branch?

Mr. Clay answered no. If the branch manager deems the temperature unfit for customers then we will close the branch. There is no County criteria for this.

Ms. Cabral asked if the branch manager can adjust the temperature at the branch?

Mr. Clay advised no, the temperature at the branches is controlled by the Facilities Management Department.

Mr. Clay advises the National Association of Counties selected Fairfax County to receive a 2013 Achievement Award (cash award) for the Kaleidoscope Story Time Program for Children on the Autism Spectrum. Mr. Clay passed the award certificate around for all board members to see.

Ms. Delaney offered her congratulations on the achievement and added the program is an asset to the community.

Ms. Clements asked if this was coordinated with the youth services department?

Mr. Clay answered yes.

Mr. Clay mentioned the three outstanding performance award recipients.

The book dating follow-up at Reston Regional was successful.

The Mount Vernon at Home lease is up for renewal and Mr. Clay requested a motion to renew the lease. Mr. Ray asked if the term is only for 12 months? Mr. Clay responded yes. Mr. Jasper motioned for all in favor of renewing the Mount Vernon At Home Lease. The motion was seconded and approved unanimously.

Mr. Clay pointed out the letter from a customer praising the Baby Arts Play Class at Martha Washington Library. Ms. Clements suggested the board send a letter to the customer thanking her for the letter.

Mr. Clay advised that during library hours of operation, the library branches will be used as cooling centers during a heat wave.

Mr. Clay lastly noted the Information Items for the board to review.

Ms. Delaney asked when the ad-hoc committee meets, is it appropriate or possible to have a staff liaison present? Or possibly the Change Manager? With so many people working in the libraries, they should have a voice.

Ms. Clements asked if the library staff have a union representative? Having an actual representative would be nice. Possibly a former or current library staff member.

Mr. Clay disagrees. The report will be based on what County Human Resources has to say. A representative would be better served in other areas.

Ms. Cabral agrees with Ms. Clements. It would be a better debate, will get more views on the subject and have better inclusion.

Mr. Fegan suggests the President of FCPLEA (Fairfax County Public Library Employees' Association) be present at the ad-hoc committee meeting.

Mr. Ray states we need to talk to someone about the beta project. At the June 2013 meeting, the way the person presented the program, it was brought to us as "here it is". Is not an advocate to advocating the Board of Supervisors. It is a big difference to advocate the people who appoint us. With that much sentiment to do something different, it should come from the Board of Supervisors. If it is as it was told to us, we do not have the ability to change it, this should come from the Board of Supervisors.

Ms. Cabral states Sam Clay, Will Jasper, Charles Fegan and the staff representative should make up the ad-hoc committee. Ms. Cabral has children under the age of 18 and she is concerned about the youth services aspect of the beta project. She would not be too happy if she were told she would have to interface with a kiosk. She asks that you don't forget us - people with young children.

Mr. Clay added the most important aspect of the beta project is the impact on the customer.

Mr. Heinrichs added he also has a list of items. One complaint is that people did not get full information. He has received hundreds of emails. He now has a broader sense of the range of issues.

Mr. Cutrone motioned that a member of the staff be added on the ad-hoc committee. The motion was moved, seconded and Chair Jasper stated the motioned carried.

Ms. Clements stated there is not as much transparency. Communication is important to all of us. Tell us where we are going, what is the criteria for success.

Mr. Cutrone asked if the ad-hoc committee can send a matrix to the board members? Mr. Clay answered yes.

Ms. Thorniley stated from day one, there has been total transparency. Every document and transaction is open to the public. There are various communication vehicles in place. When questions are asked, they are responded to.

Mr. Fegan added if things need to be adjusted, then ok. Going after Director Clay is wrong.

Ms. Thorniley said keep in mind that this is result of budget issue. Do we stay where we are? Have to come up with a financial plan. The library is less than 1% of the budget. We need to do something. Do we come up with an alternate plan? What was presented might not be the right solution. Ask yourself, what can we do to stop it. We as a group have to come up with an alternative.

Mr. Ray added years ago he found a book at the library regarding the 103rd Ballot and the 1924 Democratic Convention, was a time when a group was opposed to a transition.

Mr. Cutrone added that too much money is spent sending the board package out via USPS Priority Mail. Mr. Cutrone suggested the board package be sent electronically to save money. This was discussed by the board members and the board package will continue to be sent monthly via USPS Priority Mail.

CONSIDERATION ITEMS None

ACTION ITEMS None

INFORMATION ITEMS None

COMMENTS None

Chair Jasper adjourned the meeting at 8:10 p.m.

Members Present

Will Jasper
Sam Clay
Charles Fegan
Liz Clements
Michael Cutrone
Kristin Cabral
Susan Thorniley
Karrie Delaney
Peggy Koplitz
David Ray
Donald Heinrichs
Dr. Joseph Sirh

Members Absent

Mary Petersen

Respectfully Submitted:

Approved:

Edwin S. Clay III
Library Director

Willard Jasper, Chair
FCPL, Board of Trustees

2013 NACo Achievement Award Nomination

**Kaleidoscope Storytime: Adaptive Programming
For Children on the Autism Spectrum**

Summary

Since October 2012, staff at Fairfax County Public Library's Chantilly Regional branch has offered a monthly storytime adapted to children on the autism spectrum and with other developmental challenges. The project arose out of increasing awareness of the numbers of children who fall on the autism spectrum both nationally and in our local area, as well as inquiries from parents and a regional support group – Parents of Autistic Children. To develop the program, staff met with a librarian at a nearby system with a similar program; contacted behavior analysis coaches with Fairfax County Public Schools' Office of Special Education and attended FCPS training as well as observing special education classrooms; and attended a meeting of the POAC parent group to invite comments and suggestions. The first Kaleidoscope Storytime in October attracted 30 participants and the monthly programs have been so successful, that a second library program began in January 2013, Peaceful Paws, a read-to-the-dog event specially designed for children with special needs.

Attachment 2

Gates, Karen

From: Clay III, Edwin S.
Sent: Monday, August 12, 2013 11:58 AM
To: Gates, Karen
Subject: FW: 55th Anniversary - August in Antarctica - Success

Sept. agenda

Edwin S. Clay III
Director, Fairfax County Public Library
Edwin.clay@fairfaxcounty.gov
703-324-8308-phone
703-963-6310-cell
703-222-3193-fax

From: Mulrenan, Mary
Sent: Monday, August 12, 2013 11:17 AM
To: 'Christine Peterson'; Freund, Sandy; Kavich, Ted
Cc: Clay III, Edwin S.
Subject: RE: 55th Anniversary - August in Antarctica - Success

Chris,

That's phenomenal. I appreciate seeing the results. Congratulations!

Mary

From: Christine Peterson [<mailto:christine.peterson@hotmail.com>]
Sent: Monday, August 12, 2013 11:03 AM
To: Freund, Sandy; Kavich, Ted; Mulrenan, Mary
Cc: Christine Peterson
Subject: 55th Anniversary - August in Antarctica - Success

Morning everyone,

A big thank you for all your support of our August in Antarctica celebration of Richard Byrd Library's 55th Library Anniversary. I am just so delighted with the results I thought I'd sum up the highlights.

Before the Events:

- We brought together major civic leaders and their 6 organizations as well as the Springfield Chamber of Commerce. They were all original founders of the library and they fully participated in the celebration events.
- With our theme, we able to work with the National Science Foundation and they provided us with tremendous resources. While the Smithsonian did not get clearance to formally associate with this event, their chief interpretative scientist designed activities and spent all day Saturday with us.

- This celebration gave us a different way to reach out to our biggest new neighbor, the National Geospatial-Intelligence Agency (NGA). NGA consolidated all their offices into a new 8,500 employee headquarters in Springfield 2 years ago.

The Events:

- Nice media coverage with calendar type mentions in all the local media including Washington Post, blog write ups for the Patch, and a cover story in the Springfield Connection. Our new Friends of Richard Byrd Library facebook page had lots of interaction and in just 10 weeks had 100 + likes.
- 115 attendees came to the reception and Richard Byrd lecture on Thursday night. We counted ~10 people who did not stay once they saw how full the room was.
- Over 300 people, all families, came to Saturday's Family day.

Post Events:

- NGA leadership has written that they want to meet to discuss ways to work together.
 - NSF and Smithsonian each want to explore sponsoring an after school explorer's program.
 - All 6 civic organizations have called or written saying they would like to work together again.
-

Whether to move forward on the post event opportunities are absolutely Sandy's decision - just having these opportunities are amazing. Thank you all for being part of this wonderful summer activity - August in Antarctica was cool! Chris



Book Club Conference

Saturday, Sept. 7, 2013 • 9 a.m. – 1:45 p.m.

Fairfax County Government Center

12000 Government Center Parkway, Fairfax.

Join book club members from around the area to learn more about starting, running and enhancing book clubs while networking with fellow readers. Lunch provided.

Featured presenters:

- William Schwalbe, author of *The End of Your Life Book Club*
- Michael Dirda, author and *Washington Post* reviewer
- Melanie Adams, librarian, Fairfax County Public Schools
- Art Taylor, author and assistant professor of English, George Mason University

Cosponsored by the Fairfax Library Foundation and the Friends of the Reston Regional Library. Adults.

Registration begins August 10. Sign up online at www.fairfaxcounty.gov/library or call 703-324-8428

See reverse for more details

Book Conference Schedule:

9:00 Light breakfast snacks, coffee, networking

9:30 Keynote speaker **Will Schwalbe**, author of *The End of Your Life Book Club*



Will Schwalbe

10:20 Book sale and signing

10:45 Morning workshops with **Michael Dirda**, **Melanie Adams** or **Art Taylor** (choose one)



Michael Dirda

“Choosing Great Books”

“Book Clubs for Parents and Kids”

“Running a Successful Book Club”

11:45 Boxed lunch and networking

12:45 Afternoon workshops repeat (choose one)



Melanie Adams



Art Taylor

1:45 Conference end

Library Fairfax County Public
We're everywhere you are

Fairfax County Public Library
12000 Government Center Parkway
Suite 324
Fairfax, VA 22035
www.fairfaxcounty.gov/library

FAIRFAX LIBRARY
Foundation



A Fairfax County, Va.,
publication

To receive this information
in alternative formats call
703-324-8380 or TTY
703-324-8365.

August 2013



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Friends' Choice Awards – 2013 Instructions

About the Award

The Friends' Choice Award was established in 2008. Its purpose is to recognize the valuable contributions of Library Friends members. This award allows each Library Friends groups to annually spotlight a particular member(s) whose efforts have had a positive impact on the work of the Friends group.

Criteria

There are no predetermined criteria for the award. Each individual friends group can decide on their own how they would like to select the recipient of the Friends' Choice Award. Ideas that Friends groups may wish to consider are: longest serving member, member with the most hours of service, member who has completed a specific task or initiated a new project.

This is a voluntary awards programs and friends groups are not required to nominate anyone.

Award Ceremony

All Friends' Choice awardees will be invited to attend the Library Board of Trustees meeting and a special reception on October 9, 2013 to receive their award and be recognized by the Board for their efforts and contributions.

All Friends group members are also invited to attend the reception and awards ceremony.

Award Submission

Complete the selection form and return to Erin Chernisky by Friday, September 6, 2013.

Forms can be sent via email to erin.chernisky@fairfaxcounty.gov, through interoffice delivery, or by US mail.

Please also submit a digital photograph(s) of the awardee to erin.chernisky@fairfaxcounty.gov

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Friends' Choice Awards 2013 – Selection Form

Friends Group Name:

Friends' Choice Awardee Information

Name:

Email Address:

Mailing Address:

Phone Number(s):

Friends Group Name:

Narrative

Please write a paragraph (approximately 100 words) about the awardee and why you selected him/her for this award. What special contributions has s/he made to your Friends group? This information will be used for the award program.

Please also submit a digital photo of the awardee to erin.chernisky@fairfaxcounty.gov

Submitted by:

Date:

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County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

July 31, 2013

Mr. Donald F. Heinrichs
8321 Riverside Road
Alexandria, VA 22308-1542

Dear Mr. Heinrichs:

Congratulations on your reappointment as the Mt. Vernon District Representative to the Library Board. Your reappointment, made by the Board of Supervisors at its meeting on July 30, 2013, expires on July 31, 2017.

As you know, each member of this board is required to file a financial disclosure from the Commonwealth of Virginia. However, because you have already filed your disclosure, you are not required to refile until January 2014.

Sincerely,

Catherine A. Chianese
Clerk to the Board of Supervisors

CAC: ebe

cc: Supervisor Hyland
Mr. Edwin Sam Clay III, Library Administration
File

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County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

July 30, 2013

Ms. Margaret Koplitz
2420 Falls Place Court
Falls Church, VA 22043-3009

Dear Ms. Koplitz:

Congratulations on your reappointment as the Providence District Representative to the Library Board. Your reappointment, made by the Board of Supervisors at its meeting on July 30, 2013, expires on July 31, 2017.

As you know, each member of this board is required to file a financial disclosure from the Commonwealth of Virginia. However, because you have already filed your disclosure, you are not required to refile until January 2014.

Sincerely,

Catherine A. Chianese
Clerk to the Board of Supervisors

CAC: ebe

cc: Supervisor Smyth
Mr. Edwin Sam Clay III, Library Administration
File

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Office of the Clerk to the Board of Supervisors
12000 Government Center Parkway, Suite 533
Fairfax, Virginia 22035

Phone: 703-324-3151 ♦ Fax: 703-324-3926 ♦ TTY: 703-324-3903
Email: clerktothebos@fairfaxcounty.gov
www.fairfaxcounty.gov/bosclerk



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

July 30, 2013

Ms. Elizabeth Galle Clements
3810 Stuart Court
Annandale, VA 22003-1728

Dear Ms. Clements:

Congratulations on your reappointment as the Mason District Representative to the Library Board. Your reappointment, made by the Board of Supervisors at its meeting on July 30, 2013, expires on July 31, 2017.

As you know, each member of this board is required to file a financial disclosure from the Commonwealth of Virginia. However, because you have already filed your disclosure, you are not required to refile until January 2014.

Sincerely,

Catherine A. Chianese
Clerk to the Board of Supervisors

CAC: ebe

cc: Supervisor Gross
Mr. Edwin Sam Clay III, Library Administration
File

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Fairfax, Virginia 22035

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County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

July 30, 2013

Ms. Kristin Cabral
1869 Rhode Island Avenue
McLean, VA 22101-4917

Dear Ms. Cabral:

Congratulations on your reappointment as the Dranesville District Representative to the Library Board. Your reappointment, made by the Board of Supervisors at its meeting on July 30, 2013, expires on July 31, 2017.

As you know, each member of this board is required to file a financial disclosure from the Commonwealth of Virginia. However, because you have already filed your disclosure, you are not required to refile until January 2014.

Sincerely,

Catherine A. Chianese
Clerk to the Board of Supervisors

CAC: ebe

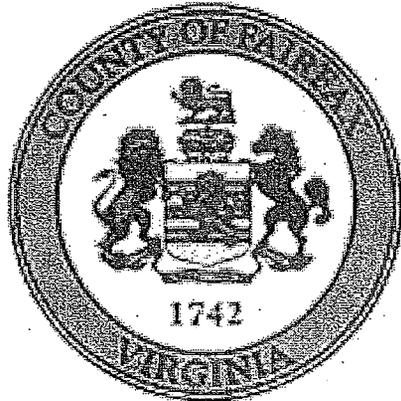
cc: Supervisor Foust
Mr. Edwin Sam Clay III, Library Administration
File

12

Office of the Clerk to the Board of Supervisors
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Fairfax, Virginia 22035

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Email: clerktothebos@fairfaxcounty.gov
www.fairfaxcounty.gov/bosclerk

FY 2014
Adopted Budget Plan



**Multi-Year
Budget -
FY 2014 and
FY 2015**

Multi-Year Budget – FY 2014 and FY 2015

Multi-Year Financial Planning Process/Financial Forecast

Beginning with the FY 2014 budget process, the County is undertaking a more comprehensive multi-year General Fund budgeting process - the development of a two-year budget framework. The two years include the budget adopted by the Board of Supervisors (FY 2014) and the subsequent year framework (FY 2015). In this way County staff throughout the organization will be able to more completely outline the prospective issues that will need to be addressed as part of the budget process for the following year, more clearly demonstrate the impact of decisions in the budget being adopted, and lay out a more accurate projected shortfall or surplus for the next year as well as any associated options for balancing that budget. The process will culminate in the adoption each year of the annual budget, as required by State Code.

The multi-year budget process includes a three-year historic view of the General Fund, the FY 2013 revised budget, the FY 2014 Adopted Budget Plan and the FY 2015 Projections. In addition, a detail of increases, both in dollars and as percentages, are included at the end of this section. This review will be expanded in future years to include an even longer planning horizon to further enhance budget development.

In addition to the development of the FY 2014 requirements, the new process includes review and analysis by each General Fund agency of its upcoming requirements for FY 2015. Specifically, agencies are projecting increased workload requirements, the impact of changing demographics, and the cycle of replacement for infrastructure, as well as areas for greater efficiency.

Summary of the FY 2014 and FY 2015 Multi-Year Budget

As a result of the projections for revenues and expenditures included below, a manageable budget deficit of \$31.90 million exists for FY 2015. In summary (in millions):

General Fund	FY 2103 Revised	FY 2014 Adopted	FY 2015 Projected	% Change FY 2014 – FY 2015
Beginning Balance	\$209.44	\$87.78	\$84.83	
Revenues	\$3,465.81	\$3,559.55	\$3,664.24	2.94%
Transfers In	\$6.77	\$23.87	\$9.15	
Total Available	\$3,682.02	\$3,671.20	\$3,758.21	
School Disbursements	\$1,848.08	\$1,889.36	\$1,930.00	2.15%
County Disbursements	\$1,746.16	\$1,697.01	\$1,772.95	4.47%
Total Disbursements	\$3,594.24	\$3,586.37	\$3,702.95	3.25%
Ending Balance	\$87.78	\$84.83	\$55.26	
Managed Reserve	\$71.88	\$71.73	\$74.06	
Other Reserves	\$15.89	\$13.10	\$13.10	

As included in the FY 2014 and FY 2015 Multi-Year Budget

Current Balance/(Shortfall)	\$0	(\$31.90)
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Multi-Year Budget – FY 2014 and FY 2015

The detail of the revenue and expenditure assumptions discussed below are presented in the Multi-Year Budget Schedule at the end of this section, and the County Executive's budget letter contains important information on the context of the FY 2014 and FY 2015 Multi-Year Budget.

Revenue Assumptions

Based on the assumptions and estimates detailed below, General Fund revenues are projected to experience moderate increases of 2.70 percent and 2.94 percent in FY 2014 and FY 2015, respectively. Revenue growth rates for individual categories are shown in the following table:

ACTUAL AND PROJECTED REVENUE GROWTH RATES

Category	ACTUAL	PROJECTIONS		
	FY 2012	FY 2013	FY 2014	FY 2015
Real Estate Tax - Assessment Base	3.27%	3.27%	3.40%	2.55%
Equalization	2.67%	2.53%	2.63%	1.75%
Residential	2.34%	0.71%	3.50%	2.00%
Nonresidential	3.73%	8.21%	0.14%	1.00%
Normal Growth	0.60%	0.74%	0.77%	0.80%
Personal Property Tax - Current ¹	2.55%	5.46%	1.02%	2.00%
Local Sales Tax	5.22%	2.48%	2.70%	3.00%
Business, Professional and Occupational, License (BPOL) Taxes	3.20%	3.50%	3.69%	2.00%
Recordation/Deed of Conveyance	17.58%	-10.20%	3.99%	1.00%
Interest Rate Earned on Investments	0.65%	0.58%	0.50%	0.55%
Building Plan and Permit Fees	15.57%	-4.12%	4.10%	3.00%
Charges for Services	8.63%	1.93%	2.42%	0.74%
State/Federal Revenue ¹	-1.86%	-9.51%	0.33%	0.00%
TOTAL REVENUE	1.77%	2.55%	2.70%	2.94%

¹ The portion of the Personal Property Tax reimbursed by the Commonwealth as a result of the Personal Property Tax Relief Act of 1998 is included in the Personal Property Tax category for the purpose of discussion in this section.

Economic Indicators and Assumptions

Economic projections for the national and local economies were reviewed from a variety of sources in the development of these revenue estimates, such as the Blue Chip Financial Forecasts, which incorporates economic projections from a panel of approximately 50 forecasters, Kiplinger, HIS Global Insight, and the National Association of Realtors. For forecasts of the state and Northern Virginia economies, staff reviewed information from Chmura Economics & Analytics and George Mason University's Center for Regional Analysis. Projections specific to Fairfax County are obtained from Moody's Analytics.

The U.S. economy grew at a revised rate of 2.2 percent in 2012. Fourth quarter growth was revised significantly from the original estimated contraction of 0.1 percent to a slight expansion of 0.4 percent. The second of three estimates show that the economy grew at a rate of 2.4 percent in the first quarter of 2013. The acceleration in the economy in the first quarter reflected an increase in private inventory investment and personal consumption expenditures along with a smaller decrease in federal government spending. Most economists anticipate the economy to expand at a 2.0 to 2.5 percent rate in calendar year 2013.

Multi-Year Budget – FY 2014 and FY 2015

Employment gains accelerated nationwide in 2012. On average, 181,000 jobs per month were added during 2012, an increase of 2.2 million jobs. The job market continued to expand during the first months of 2013, but the rate of growth declined. The slower pace indicates that businesses remain cautious about hiring. With the continued job growth, the unemployment rate declined. The April 2013 unemployment rate of 7.5 percent was down from 7.9 percent in January.

Home prices nationwide continue to improve in 2013. According to the Case-Shiller home price index, prices were 10.2 percent higher in the 12 months ending March 2013 than during the same period the prior year. This was the strongest year-over-year growth since 2006. Home prices in the Washington Metropolitan area posted a 7.7 percent gain during the same period.

Economic growth in the County rose very modestly in FY 2012. Moody's Analytics estimates that Gross County Product (GCP), adjusted for inflation, rose at a rate of 0.6 percent in 2012. The County's unemployment rate remains well below the state and national level at 3.6 percent as of April 2013, a decline from 3.9 percent in April 2012.

Total annual employment in the Northern Virginia in 2012 is 1,354.2 thousand, an increase of 23,500 jobs, or 1.8 percent, over 2011. Final 2012 employment figures were not quite as strong as the preliminary estimate but still represent a solid gain from 2011 when 26,400 jobs were created.

Sequestration

The biggest downside risk for the revenue forecast is the potential impact of federal spending reductions. The Budget Control Act of 2011 established caps on discretionary spending through 2021. The automatic cuts, known as sequestration, have begun to take effect. If lawmakers cannot agree on measures to meet these spending caps, automatic across-the-board cuts will continue to be applied. The automatic cuts would require approximately \$60 billion annually in both defense and nondefense reductions. To stop the automatic across-the-board cuts, planned, more moderate spending cuts must be made; therefore, federal government spending is expected to slow over the next few years. The extent of this slowdown will not be known until Congress acts. Reduced government spending will impact direct federal revenue to the County as well as other revenue streams. Business Professional and Occupational License (BPOL) receipts will be impacted by reduced federal contracting; Sales Tax receipts will be impacted by lower employment and reductions in federal contracts.

The uncertainty about sequestration puts Fairfax in a particularly vulnerable economic situation. The automatic budget reductions are estimated to cut cities and counties deeply by slashing state and local education investment by 36 percent, cutting investment in housing and community development by 28 percent, taking 18 percent from spending on health and the environment, and reducing public safety and disaster response investment by 5 percent. The good news is that Fairfax County's General Fund only receives about 1 percent of its budget from the federal government and the County's total revenue stream is fairly resilient. The bad news is that residents and businesses within the County will also be impacted which in turn will impact growth and substantial recovery in the real estate market, consumer consumption and business expansion. Contraction or even no growth in these components of the County's economy will negatively impact real estate, personal property, sales and BPOL tax revenues. The potential impacts to the state are also significant which will further impact localities such as Fairfax.

Multi-Year Budget – FY 2014 and FY 2015

Real Estate Taxes

Total Real Estate: Based on the assumptions below, the total Real Estate Tax base is expected to rise 3.40 percent in FY 2014 and 2.55 percent in FY 2015.

Residential Housing Market

The housing market in the County has stabilized with average prices rising modestly for the past three years. Based on information from the Metropolitan Regional Information System (MRIS), the average sales price of homes sold in 2012 rose 4.5 percent from \$471,317 in 2011 to \$492,480. This does not translate directly into growth in residential equalization because it is highly dependent on the actual inventory of homes sold in a given year. MRIS also reported that 13,817 homes sold in 2012, up 9.3 percent over 2011 homes sales of 12,640, which had been a nine-year low. Sales in 2012 are still more than 46 percent below the 2004 peak of 25,717 homes sold. The number of net foreclosures in Fairfax County set a new record low each month of 2012. Foreclosures are projected to remain at low levels and are not expected to be a factor in county-wide assessments.

After rising just 0.71 percent in FY 2013, residential values rose a moderate 3.50 percent in FY 2014 to a mean assessed value for residential property of \$465,713. Residential values are anticipated to continue to rise but at a more modest 2.0 rate in FY 2015. The anticipated growth in residential equalization is projected to be constrained as the impacts of sequestration are felt on job growth and personal earnings.

Nonresidential Real Estate

After rising for two consecutive years, nonresidential real estate values rose a meager 0.14 percent in FY 2014. The effects of the uncertain political landscape and the possibility of sequestration were already felt in the County's commercial office market. At year-end 2012, the office vacancy rate stood at 14.6 percent, the highest level on record since 1992. The increase in the vacancy rate is attributed to the threat of sequestration, as government contractors consolidated operations throughout the Washington area and retooled operations in order to operate in an economic environment less dependent on government procurement spending. The value of office elevator properties (mid- and high-rises), the largest component of the nonresidential tax base at over 36 percent, fell 2.41 percent. The County's total office space inventory as of year-end 2012 was 114.1 million square feet, an increase of just 500,000 square feet over year-end 2011.

Multi-family apartment properties, which make up over 21 percent of the nonresidential base, experienced an increase of 4.90 percent in FY 2014. Demand for apartments was strong during the year, which increased rental income. Retail property values increased 1.18 percent in FY 2014 reflecting a tepid rise in consumer spending. In FY 2015, the value of all types of nonresidential properties is projected to rise at a modest pace, with an overall increase of 1.00 percent.

New Construction

The Real Estate Tax base will also be impacted by new construction in the County. New office construction activity is being driven by the construction of the Metrorail Silver Line along the Dulles Toll Road corridor. At the end of 2012, there were 12 buildings totaling more than 2.2 million square feet under construction. Speculative development made up over 69 percent of this space. The continued interest in speculative development reflects confidence in the stability of the Fairfax County office market. Based on current activity, total new construction is projected to add 0.80 percent to the overall real estate base in FY 2015, a rate similar to the FY 2014 rate of 0.77 percent.

Multi-Year Budget – FY 2014 and FY 2015

Personal Property Taxes

Current Personal Property Tax revenue, which represents approximately 15 percent of total General Fund revenue, is anticipated to experience an increase of 1.0 percent in FY 2014 primarily due to a modest increase in the vehicle component which comprises over 73 percent of total Personal Property levy. Nationwide, vehicle sales picked up in late 2012 and new car sales are anticipated to increase at a somewhat higher rate in 2013. These factors will impact Personal Property Tax revenue in FY 2015 which is projected to increase 2.0 percent over FY 2014.

Other Major Revenue Categories

Sales tax receipts are projected to rise a moderate 2.5 percent in FY 2013. Slight up-ticks are projected in FY 2014 and FY 2015 with growth estimated at 2.7 percent and 3.0 percent, respectively. BPOL receipts will be impacted by slower projected federal procurement spending. Contractors and professional business services will feel the brunt of this impact. BPOL receipts are anticipated to rise 3.7 and 2.0 percent in FY 2014 and FY 2015, respectively. Combined, these categories comprise 46 percent of total BPOL receipts. Recordation and Deed of Conveyance revenues, which are paid for recording deeds, are anticipated to rise 4.0 percent in FY 2014 with more modest growth in FY 2015 due to modest projected increases in home sales and mortgage refinancings.

Due to the construction of the Silver Line Metro and redevelopment around the Tysons area and Fort Belvoir, construction activity and building permit fee revenue are forecasted to grow 4.0 percent in FY 2014 and 3.0 percent in FY 2015. Other permits, licenses, and user fees are also expected to experience modest growth throughout the forecast period.

Revenue from Interest on Investments is highly dependent on Federal Reserve actions. The federal funds rate has remained unchanged since the end of 2008, when it was set at 0.0 to 0.25 percent, its lowest in history. Based on statements by the Federal Reserve, the federal funds rate is expected to remain at an ultra-low level in FY 2014. The average annual yield on County investments is anticipated to be 0.53 percent in FY 2014. A modest increase in the yield is anticipated in FY 2015 to 0.58 percent.

Charges for services reflect lower growth in FY 2015 as a result of the 5 percent increase in SACC fees included in FY 2014.

Due to budget shortfalls since FY 2009, the Commonwealth of Virginia significantly reduced funding to localities. From FY 2009 through FY 2013, funding to Fairfax County has been reduced nearly \$38 million, including cuts to state reimbursable salaries, Law Enforcement Funding and in overall aid to localities. This "flexible" cut required the County to choose the funding stream in which to make the reduction or to remit payment to the state. During the 2013 General Assembly session, this reduction was eliminated beginning in FY 2014. In addition, modest cost of living adjustments were included for state reimbursable salaries. As a result of these changes, total revenue from the Commonwealth and federal government is expected to rise 0.3 percent in FY 2014. For the purposes of this forecast, funding from the Commonwealth and federal government has been held at the FY 2014 level in FY 2015. The impact of sequestration on County revenue will be thoroughly monitored.

Multi-Year Budget – FY 2014 and FY 2015

Disbursement Assumptions

The disbursement adjustments for FY 2015 reflect a \$116.58 million increase over FY 2014. The most significant increases are discussed below. Detailed information on the Actuals and FY 2014 Adopted Budget can be accessed online at:

http://www.fairfaxcounty.gov/dmb/fy2014/adopted/where_it_goes.htm

It is important to note that the assumptions contained below will be revalidated during the FY 2015 and FY 2016 multi-year budget development process and it may be necessary to make changes in order to attain a balanced budget.

Fairfax County Public Schools (FCPS)

\$40.7 million

Assuming a 2 percent increase in the transfer to the Fairfax County Public Schools for operations results in an increase of approximately \$34.4 million. This increase is included for planning purposes recognizing that school enrollment is anticipated to increase by approximately 3,000, that some level of compensation increase may be required for FCPS employees and for anticipated increases in benefit costs which may also rise in future years.

In addition, and based on the size of bond sales for School facilities (of \$155 million), an increase of \$6.3 million is anticipated for FY 2015 for debt service. As a result, the County commitment for Schools in FY 2015 would be at 52.1 percent based on the projected level of disbursements for FY 2015.

Compensation

\$25.4 million

There are no County compensation increases funded in FY 2014 with the exception of the full-year funding for adjustments received by all County employees in FY 2013 and longevities for public safety employees. Pending final decisions on the structure of compensation increases in FY 2015, funding of \$25.4 million is included for FY 2015. The funding that is included in FY 2015 is based on the County Executive's STRIVE proposal. County employee groups have also proposed a pay structure and it is anticipated that during the summer and fall of 2013 employees will work with the Board of Supervisors on options related to a revised compensation model.

For purposes of the FY 2015 plan, the STRIVE proposal is a more uniform pattern of compensation increases, anticipated to be in the mid \$20 million range and sustainable within the projected forecast for the next several years. It is important to note that the compensation increases will be included in future year budgets contingent on funding availability. It should be noted that in addition to the salary increases noted below, the STRIVE proposal includes a strengthened performance management and succession planning component which has been approved by the Board of Supervisors.

The STRIVE proposal for compensation includes the following components:

- 1) Market rate increases (MRA) for all employees which will be granted in odd fiscal years, beginning in FY 2015 at a cost of \$21.67 million, based on the previously agreed to funding calculation. The MRA increase in funding is applied to employee salaries at the beginning of the fiscal year. The MRA provides a guide to the amount of pay structure adjustment needed to keep County pay rates competitive with the market. The funding increase assumes a 2 percent MRA but the actual MRA to be calculated in odd fiscal years is formula-driven.

Multi-Year Budget – FY 2014 and FY 2015

- 2) A flat-rate pay increase for General County employees are provided on an alternating year basis and are tied to the new evaluation system recommended by the County Executive. The new system is a meets/exceeds expectations evaluation system with reviews provided annually and pay increases (of 2 percent) granted in even fiscal years, at the beginning of the fiscal year, beginning in FY 2016. Performance reviews occur each year in the last quarter of the fiscal year and are focused on employee development and require input from both the employee and the supervisor.
 - 3) Public Safety step increases are also granted in even fiscal years, but on the anniversary date of the employee, again beginning in FY 2016. Step increases are 5 percent and are awarded to employees not at the top of their pay scales. Approximately 45 percent of public safety employees receive a step increase in each year they are awarded.
 - 4) Longevity increases for public safety employees are granted to employees as they reach 15 and 20 years of service once they have reached the top of the pay scale. Longevity awards are granted each year on the anniversary date of the employee. The FY 2015 projected cost of these longevity increases is \$600,000. In addition the full year impact of longevity earned in FY 2014 totals \$600,000 for a full year impact in FY 2015 of \$1.2 million.
-
- 5) A placeholder of \$2.5 million is included in FY 2015 for compensation adjustments that would result from the annual review of 25 percent of all County job classifications. This schedule of review is designed to ensure that all County classes are reviewed over each four year period. The process for review uses representation job classes from among job families and compares pay levels with our competitors in the local job market.

Fringe Benefits

\$12.0 million

The primary increases for benefits for FY 2015 are for health insurance (\$7.50 million), retirement (\$2.55 million), employee development (\$350,000) and the Federal Transitional Reinsurance Program (\$1.6 million) for a total of \$12 million.

Fairfax County Government offers its employees and retirees several health insurance alternatives, with the intent of offering options that are both comprehensive and cost effective. As the health care environment is in the midst of significant reform, staff is monitoring changes in the health plan market, incorporating required changes in the County's plans and processes, and examining the overall impact of reform on the County's benefits package. Upon a thorough examination, staff will be developing a long-term strategy to continue to provide cost-effective and comprehensive health care coverage to employees and retirees within the parameters of the new health care laws. Health insurance costs increases are primarily the result of actual experience in the County self-insured retirement plans, partially offset by anticipated savings resulting from plan redesign which is currently underway. The estimated increases in FY 2015 total \$7.5 million.

Retirement increases of \$1.9 million represent the employer contribution increase required for the General Fund net contribution to the three retirement systems as set by employer contribution rates. In FY 2015, it is also anticipated that the employee contribution rate for members of the Police Retirement System will be reduced by 0.675 percent with the employer rate increasing the same amount for a cost to the General Fund of \$0.65 million. Over a period of years the County has been reducing the employee contribution rate and at this point, the rate has been decreased from 12 percent to 10 percent with a goal of making the benefit more comparable between the Police and Uniformed Retirement systems, recognizing that Police

Multi-Year Budget – FY 2014 and FY 2015

do not participate in Social Security and the benefit structure and contribution rates are different between the two systems. As part of the multi-year review for the FY 2015 budget, the staff of the Retirement Administration agency and the County's actuary have reviewed the contribution rates to attempt to provide a comparison. As a result it is recommended that the Police employee contribution rate be reduced to 8.65 percent from the current level of 10 percent. It is anticipated that this reduction will be phased over two years with the first reduction taking place in FY 2015 resulting in a reduction from 10 percent to 9.325 percent.

As part of the Patient Protection and Affordable Care Act, the County will be required to participate in the Transitional Reinsurance Program for three years beginning in calendar year 2014, with the fiscal impact beginning in FY 2015. The Transitional Reinsurance Program is intended to stabilize premiums for coverage in the individual market during the first three years health insurance exchanges are available. All health insurance issuers and self-insured group health plans (such as Fairfax County) will be required to submit contributions to support reinsurance payments to issuers that cover high-cost individuals in non-grandfathered individual market plans. Based on preliminary guidance of a \$63 per covered person (including employees and their dependents) per year fee, it is estimated that the cost of this program will be approximately \$1.6 million in FY 2015, with decreasing amounts due in FY 2016 and FY 2017. It should be noted that Medicare participants are excluded for purposes of calculating the head count in determining the County's contribution. More information will be shared on the Transitional Reinsurance Program as additional guidance is released, but a \$1.6 million placeholder is included in the FY 2015 multi-year budget.

Position Requirements

\$9.5 million

In order to reflect anticipated staffing requirements, the FY 2015 plan includes projections of \$9.5 million and 69 positions anticipated for FY 2015. These positions are recommended based on current and planned conditions and service requirements. As part of the FY 2015 budget development process, all position requirements will be reviewed thoroughly and workload requirements analyzed prior to inclusion in the FY 2015 budget. As new information becomes available additional positions may be identified.

Fire and Rescue Department

The new Wolftrap Fire Station will address response times on the highly traveled Leesburg Pike near Wolftrap Farm Park as well as along the Dulles Airport Access/Toll Road corridor. Construction is substantially completed; however, as part of the FY 2014 budget, the opening was delayed to generate necessary savings to help balance the budget. The station will be used for specialized activities and training during FY 2014. When it officially opens in January 2015, it will house a Medic Unit, Engine Company and a Tanker. In FY 2015, operating the station will require \$4,164,498 and 29/29.0 FTE positions including \$2,340,888 for staffing, \$802,956 for operating and capital equipment and \$1,020,654 for fringe benefits. The heavy equipment has already been purchased for the station, so all of these expenses will be ongoing.

Facilities Management Department

Additional funding for the Facilities Management Department (FMD) of \$315,338 and 4/4.0 FTE positions associated with capital renewal requirements is included for FY 2015. These four positions include one Engineer III and three Project Managers. The Board of Supervisors approved a 3-year short-term borrowing plan of \$35 million as part of the FY 2011 Adopted Budget Plan for the backlog of renewal projects at the time. Many of these backlogged capital renewal projects required multiple years to complete both design and construction and many are still underway. In addition, current staffing levels,

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the complexity of some of the projects, and staff requirements in other areas has delayed the completion of renewal projects up to four years. In order to be able to keep on schedule going forward and successfully manage the backlog of work these positions are necessary.

Office of Elections

In anticipation of recommendations emerging from the Commission appointed to identify requirements for funding within the Office of Elections, 7/7.0 FTE positions, including 2 election officer recruiters, an absentee voting position, a language coordinator, a supervisor, a technical position, and an administrative position are included for FY 2015 at a cost of \$575,000. Additionally, \$6.0 million is identified for FY 2015 for voting machine equipment pending recommendations from the Commission.

Department of Housing and Community Development

To address workload increases within the Board of Supervisors' initiative for Workforce Housing, 2/2.0 FTE positions are identified for FY 2015. Funding for the positions will be absorbed within Fund 30300, The Penny for Affordable Housing. Responsibilities for the positions include proffer review, inspections through the construction period, pricing, and coordination with other County agencies.

Department of Transportation

An additional position is included for the Department of Transportation for financial management support to address the increasingly complex work associated with the various funding streams supporting Department of Transportation projects and transit services. The cost for the position is \$75,000.

Department of Neighborhood and Community Services

A new 32,000 square foot facility will house offices for the Providence District Supervisor and County police (small office primarily for paperwork, bicycle storage, and interrogations) while also providing on-site programming for all age groups, including a Senior Center, Teen Center, Community Center, Technology Program and Therapeutic Recreation programs. Located within the facility will be a full size gymnasium, class rooms, computer rooms, meeting space, fitness room, multi-purpose activity rooms and a therapeutic sensory room to serve participants with disabilities.

This facility will allow the Departments of Neighborhood and Community Services and Family Services to better provide prevention-based strategies and community building approaches in the delivery of services, meeting the needs of youth, families, older adults and persons with special needs throughout the County through innovative partnerships with community-based organizations and various non-profits. The agencies also expect to better serve the senior population given the expected growth and current near capacity attendance at DNCS senior centers in proximity to the new Providence Community Center. The center will open in FY 2015 and require 6/6.0 FTE additional staff and \$1,891,061.

Police Department

Over the next twenty years, as the Tysons Corner Urban Center is developed, the County anticipates that the average daily population will double. The Fairfax County Police Department (FCPD) projects a similar increase in calls for police service, far outpacing the McLean District Station's resources. Long term, FCPD proposes merging all five existing patrol areas covering the planned Tysons Corner Urban Center into one patrol area. Driven by service needs, FCPD recommends the new patrol area be staffed strategically over the next thirty to forty years through a phased-approach, with Phase I implementation concurrent with the December 2013 opening of the Metro Silver Line. As part of the FY 2014 budget, FCPD total funding of \$1,365,303 and 9/9.0 FTE new positions has been included. County staff will conduct a 5 year analysis of staffing requirements based on projected growth and other metrics to

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identify future year needs. Pending that review, in FY 2015 an additional 3/3.0 FTE positions and \$405,321 is included. It should be noted that operational policing requirements for the Tysons Corner Urban Center are different than those for the current eight district stations. To ensure tactical safety due to the city scape, rail platforms, and vertical structure environments, officers assigned to the new Tysons Corner Urban Center district will patrol in pairs, utilizing other modes of transportation, such as foot patrol, bicycle patrol and Segways, reducing the need for police cruisers. Based on known research and information on the scope of development in Tysons, the increased population at certain times of day, and the resulting projected “mixed-use” policing needs in the Tysons corridor, staffing deployment methods need to change to meet these demands. It is anticipated that additional staff will be housed initially in a new McLean sub-station facility currently in the consideration phase; however final build-out plans will require a new district police station facility. The facility will be located to leverage redesign of other police station district boundaries to meet emerging crime trends in areas such as Merrifield/Dunn Loring and South County which are also undergoing urbanization.

Two new Fairfax County Public Schools (FCPS) were recently opened, Mason Crest Elementary and South County Middle School. Although no new positions were created for these specific schools FCPD assigned personnel to the crossings, absorbing the workload within the existing position count. While FCPD anticipates being able to absorb the workload as well as the increased cost through the FY 2014 budget, FCPD requests funding of \$75,787 and 2/2.0 FTE new School Crossing Guard positions in FY 2015.

Office of the Sheriff

Based on current projections of daily input populations it will likely be necessary to open additional space in the Adult Detention Center facility. Currently, sufficient staffing exists for the current ADP level being experienced; however, with projected growth of 50-60 inmates by 2015, it is likely that an additional ½ floor (and the commensurate additional positions that would be required to staff this) may be needed in the FY 2015 time period. This proposal would have a net cost to the County of \$729,536 for 6/6.0 FTE positions including \$436,061 for personnel services, \$241,279 in fringe benefits, and \$52,196 in operating costs. The proposal funds one Deputy Sheriff II, four Deputy Sheriffs II, and one Public Health Nurse II needed for one regular cell block or 48 beds. The operating costs include \$35,000 for radios and the remainder for uniforms.

Office of Emergency Management (OEM)

The Department of Homeland Security recently decreased the Urban Area Security Initiatives (UASI) grant funding for the Federal FY 2013 budget. The estimated 10 percent reductions will again affect Tier 1 sites, including the National Capital Region. The Emergency Planner, Training and Exercise Officer and National Incident Management System (NIMS) Compliance Officer positions are all supported by UASI funding. FY 2012 funding of these positions is projected to run out in FY 2014, unless additional funds become available. As a result, it is anticipated that full-year costs for these 3/3.0 FTE positions of \$350,000 is necessary for FY 2015. These merit positions are needed to create and maintain countywide emergency plans as well as develop and conduct countywide training and exercise functions to ensure County readiness for all disaster types. It should be noted that the impact of potentially losing UASI funding in the longer term is not limited to OEM. For example, the Police Department's NOVARIS program is primarily supported by UASI funding. At this time, they anticipate that sufficient UASI funding will be available to support estimated maintenance and upgrade costs. If federal UASI funding is not available, however, NOVARIS partner agencies may be requested to fund these costs, which are estimated at \$322,816 for Fairfax County. Another program that is highly dependent on UASI funding is the National Capital Region Interoperable Communications Infrastructure (NCR-ICI); however, the most recent projections indicate that existing funding will be sufficient in the short term.

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Fairfax-Falls Church Community Services Board

A total of 6/6.0 FTE Intellectual Disability Specialist positions in the Fairfax-Falls Church Community Services Board (CSB) are potentially needed to fulfill requirements of the U.S. Department of Justice (DOJ) Settlement Agreement with the Commonwealth of Virginia to provide community-based services to individuals with intellectual and developmental disabilities currently residing in state residential training centers. The County is in negotiations with the state to determine next steps, and, as a result, a plan will be developed to determine next steps and lay out the responsibilities of the state and the County. Demographics of consumers coming out of Centers are: 1) all have severe to profound range of intellectual disabilities; 2) 85 percent have complex and/or multiple medical/physical challenges; 3) 15 percent have behavioral issues; and 4) most are age 40 to 60 years old. Most of these individuals would likely be given Medicaid Waivers and receive services from the CSB's Employment and Day Support and Intensive Service – Support Coordination programs. This additional staff that might be necessary is to provide the required Case Management Services that would need to accompany individuals entering the community with a Medicaid Home and Community-Based Waiver. The full-year personnel costs for these positions would be \$529,005 comprised of \$372,807 for salaries and \$156,198 for fringe benefits. In addition, operating costs of approximately \$60,000 are likely to be incurred due to Information Technology costs; mileage reimbursement, leased office space and other basic expenses of a CSB direct services staff. Thus, the total loaded cost for these 6/6.0 FTE positions is \$589,005. However, the six positions are anticipated to generate \$548,520 in revenue, thus leaving a net cost of \$40,485 to the CSB.

An additional increase of \$1,100,000 will support the June 2014 special education graduates of Fairfax County Public Schools turning 22 years of age who are eligible for day support and employment services who currently do not have a funding source for such services.

Economic Development Core Team

A multi-year process to address requirements in the area of economic development was approved by the Board of Supervisors as part of their adoption of the FY 2014 budget. The team is necessary at this time to support the County's economic development and revitalization goals, improve development process timeliness, and address rising workload requirements to ensure that the capacity exists to meet customer expectations and respond to development opportunities. Staff presented a recommendation to the Board of Supervisors at the March 18, 2013 Budget Committee meeting as part of the presentation on "Building & Sustaining Community by Leveraging our Economic Development Opportunities." Additional Land Development Services fees are projected to be available to support the total cost of the positions based on FY 2013 year-to-date experience and revised projections for FY 2014 resulting in no net cost to the General Fund in either FY 2014 or FY 2015. In FY 2014, funding of \$1,676,318 and 20/20.0 FTE positions are included for the Economic Development Core Team. The funding supports 13/13.0 FTE of the positions. Funding for the remaining 7/7.0 FTE positions in the Department of Planning and Zoning (3/3.0 FTE), Department of Transportation (1/1.0 FTE) and Department of Public Works and Environmental Services (3/3.0 FTE) is included for the FY 2015 phase of the plan. Funding of \$934,149 is included in the FY 2015 budget for these positions; however, the positions are included for approval in FY 2014 so recruitment can begin in advance of FY 2015 if workload and development opportunities necessitate it.

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All other increases

\$29.0 million

The major categories of additional increases are discussed below:

Contract Rate Adjustments

Based on the assumption that pay increases would be funded in FY 2015 for County employees, an average contract rate adjustment of 2 percent or \$4.9 million is included for contract rates in the Department of Family Services, Health Department, Office to Prevent and End Homelessness, Department of Neighborhood and Community Services, County Transit Services and Fairfax-Falls Church Community Services Board. Individual contracts are not guaranteed a contract rate increase of 2 percent as a result of this funding, but the negotiated increases that are effective in FY 2015 would be funded from this adjustment.

New Facilities, Capital Construction and County Debt Service

Based on the timing of new facility construction, support will be required in FY 2015 for the Facilities Management Department totaling \$1.4 million for general maintenance, utilities, and security. These costs reflect the full-year impact for facilities to open in both FY 2014 and FY 2015.

The Mid-County Human Services Center

The new 200,000 square foot facility will be for the Woodburn Center replacement, including the 24/7 Emergency Services, and will house mental health, substance use disorder, intellectual disability, emergency, health and wellness, youth and administrative services, as well as INOVA services through a 10-year lease agreement of 40,000 square feet in the facility. The specific program has not been identified by INOVA, but is believed to be a mix of administrative offices and educational classrooms; overnight care is prohibited by the contract of sale. New spaces to be added at Mid-County include: small emergency operations center, peer resource center, pharmacy, satellite primary care clinic, satellite offices for the Department of Information Technology (DIT) and Facilities Management Department (FMD), and consolidation of related Fairfax-Falls Church Community Services Board (CSB) program leadership from various County and leased spaces. The Mid-County facility will consolidate CSB services from various County sites and annual lease savings of approximately \$1 million will be realized by the CSB. No new staff is needed for the new facility, although the CSB may request additional staff for program expansion in the future if INOVA vacates its space when the 10-year lease ends. Occupancy is projected for September, 2104. In FY 2015, one-time startup costs of \$2.5 million for the new facility are required and are associated with furnishings and equipment. Partial-year lease savings for the five leased sites of approximately \$300,000 is used to offset this cost. Please note there may be other recurring savings such as reductions in maintenance costs, utilities, courier services, security personnel, and lab tests.

Capital Construction and Debt Service

One time savings in capital construction funding in FY 2014, primarily as the result of the use of \$1.1 million in Park Authority balances to fund American's with Disabilities Act (ADA) requirements in FY 2014, need to be replaced and results in an increase in capital construction funding for FY 2015 of \$1.5 million. In addition, a debt service increase of \$4,757,635 is included in FY 2015 to reflect the required costs for County bond projects.

Other Cost Drivers

A number of other large, specific adjustments are included for FY 2015 as follows:

Multi-Year Budget – FY 2014 and FY 2015

Consolidated Community Funding Pool (CCFP)

FY 2015 is the first year of a two-year funding cycle. Consistent with prior year cycles, the FY 2015 budget contains an increase of 5 percent or \$493,388. Given potential reductions in federal support which are also part of the funding pool process, on top of reductions that have already occurred, this funding is necessary to maintain program goals as an important component of the human services system. The CCFP process is a partnership between the County and community nonprofit and faith-based organizations and leverages funding from all partners.

Fire and Rescue Apparatus – Volunteer Companies

Currently, out of the 12 volunteer fire departments in Fairfax County, six have notified the Fire and Rescue Department (FRD) of their inability to replace volunteer-owned large apparatus. FRD has proposed a partnership whereby FRD will use volunteer contributions (when available), one-time year-end balances, and Fire Programs Grant funding (up to \$1 million per year, maximum) to assist with the initial purchase of seven large volunteer units (three engines, one tower and three rescues) that require replacement in the FY 2013 – FY 2018 time period. These seven vehicles represent the known universe of large volunteer units that will require assistance in funding their replacement in this timeframe. While there are no FY 2014 General Fund dollars necessary to support this proposal, future-year General Fund increases to the Large Apparatus Fund will be required. Per FRD analysis, the addition of these vehicles to the fleet would require an increase of \$775,000 to the annual contribution from County Funds. As a result, an increase of \$775,000 in annual vehicle replacement contributions is included for FY 2015 to ensure the reserve remains adequately funded.

Of the 106 front-line vehicles career FRD staff operates daily for emergency response, 35 are owned by volunteer companies. These vehicles are not additional or extras, they are operated 24-hours a day/7 days a week with career personnel as part of the minimum staffing calculation. Without these vehicles, FRD does not have the apparatus available to provide the current level of emergency response coverage throughout the County.

Because these are front line units, FRD must purchase replacements or daily emergency response coverage will fall below currently established numbers. These thresholds have been established in order to provide the greatest coverage by each vehicle type in order to reduce response times to medical and fire emergency calls. Elimination of vehicles and associated staffing would result in response time delays. Even with current staffing, FRD does not meet several of the National Fire Protection Association's (NFPA) standards for fire protection and emergency medical response.

Replacement by the volunteer organizations is becoming more challenging as a result of a combination of several factors – including the economy's impact on fundraising activities, as well as more stringent federal emissions standards, federal safety regulations and material costs.

Fire and Rescue Apparatus

An increase of \$1,000,000 is required to support a multi-year process to gradually increase the annual contributions to the Large Apparatus Replacement Fund and Ambulance Replacement Fund. This funding is in addition to the department dedicating additional grant funds, additional baseline funds and one-time contributions in support of this effort. Additional contributions are required due to increasing cost of vehicles, some fleet growth, and a contribution level that has remained flat since FY 2007. Without additional funding, the replacement reserves will be depleted in FY 2016. Starting in FY 2014, FRD will also increase its baseline contribution to the Large Apparatus Reserve by \$250,000 and support some ambulance purchases through the use of Four-for-Life grant funds. FRD, with the assistance of the Department of Management and Budget, has developed several scenarios with the goal of stabilizing the

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replacement reserve and ensuring sufficient funding is available in future years. These plans include additional one-time, inflationary and baseline contributions from both FRD and the General Fund from FY 2013 forward. It should be noted that given the current inventory and replacement cycle, the annual contribution should be in the \$5-6 million range for the Large Apparatus Replacement Reserve and approximately \$1 million for the Ambulance Replacement Reserve. The current (FY 2014) annual contributions are \$3.1 million and \$0.2 million, respectively.

Fuel

Based on the latest estimates for increases in usages and per gallon costs, an adjustment of \$1.0 million is included for FY 2015. The increase for FY 2014 is only \$140,000.

Fairfax-Falls Church Community Services Board Intellectual Disability Services (IDS)

An increase of \$1,100,000 will support the June 2014 special education graduates of Fairfax County Public Schools turning 22 years of age who are eligible for day support and employment services who currently do not have a funding source for such services. This funding maintains the program as currently designed and is intended to prevent any Special Education graduates from being without services. It is anticipated that the Board of Supervisors will be reviewing the work of staff and the consultant tasked with identifying service model adjustments for IDS that will be available in the spring of 2013. Any adjustments generated as a result of that review and subsequent policy decisions will be available as savings to the FY 2015 budget.

INOVA Translational Medicine Institute

Based on the Board of Supervisors' support of the establishment of the Translational Medicine Institute, an increase of \$1.1 million is included for FY 2015. The Board has indicated that it intends to support the Institute over a multi-year period with a total contribution of \$11 million and it is anticipated that this support will commence in FY 2015. The Institute is intended to translate advances in genomics and molecular sciences into major improvements in personalized health care, both in the prevention and treatment of serious illnesses and is also an economic development initiative. It is anticipated that the Board of Supervisors will approve the means of making this contribution as part of the FY 2015 budget.

Information Technology (IT) Project Support

The County's strategic IT investments in major technology projects improve access to County services, promote government operational efficiencies and effectiveness, and increase performance and security capabilities. They include automation for County agencies, requirements aligned with countywide strategic importance, enterprise technology infrastructure, and enterprise-level or inter-agency corporate systems. The County's technological improvement strategy has two key elements. The first element is to provide an adequate infrastructure of basic technology for agencies in making quality operational improvements and efficiencies. The second is to redesign business processes and apply technology to achieve large-scale improvements in service quality and achieve administrative efficiencies. The County's long-term commitment to providing quality customer service through the effective use of technology is manifested in service enhancements, expedited response to citizen inquiries, improved operational efficiencies, better information for management decisions and increased performance capabilities. The FY 2014 budget reflected a reduction of \$2.4 million from the FY 2013 Adopted funding level as a budget balancing effort. In FY 2015, this \$2.4 million is funded to accommodate necessary information technology projects.

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Office of Elections Voting Machines

In anticipation of recommendations emerging from the Commission appointed to identify requirements for funding within the Office of Elections, \$6.0 million is included for FY 2015 for voting machine equipment.

Next steps in the Multi-Year Process

While this comprehensive baseline sets the stage for the FY 2015 budget, as a result of the existence of the projected deficit, there will need to be adjustments made to what is funded or what is available. Some of these changes will occur naturally over the next year before the release of the FY 2015 and FY 2016 Multi-Year Budget. Others will require policy decisions to be made. In addition, the following cost avoidance, efficiencies and service reductions and revenue enhancement options are identified to ensure a balanced budget in FY 2015.

Cost Avoidance

A number of items outlined above could be deferred beyond FY 2015 if necessary to balance the budget. As an example, the County has selectively made decisions to defer capital or IT projects in the past to balance the budget. In addition, some of the position requirements driven by anticipated workload, such as expansions in the Adult Detention center population, may not materialize.

Efficiencies and Service Reductions

The next items for review in order to balance the FY 2015 budget would be additional reduction options. As the County Executive stresses in his transmittal letter to the Board of Supervisors, the level of services that are being provided are repeatedly communicated to him by the community as the right array that the community wishes to have continued. However, in light of the need to balance the budget, these services will need to be reviewed again. As part of the development of the Multi-Year Budget, departments have identified what types of reductions would be reviewed and these will be evaluated to determine what program reductions may need to be discussed for FY 2015.

Staff also has begun several significant projects anticipating the need for budget savings in FY 2015 that will be able to respond to changing dynamics and thereby minimize the impact on services while generating significant efficiencies. Among these is a review of the continuum of services provided by the Department of Neighborhood and Community Services, Health Department, and Department of Family Services for senior adult services, the school-age child care program, and the model of service provision at County Libraries.

Projects to Identify Service Efficiencies

Senior Services

Services for senior adults is an area that will continue to grow as the community ages while remaining active and engaged. As a result, staff is working to identify a more efficient and effective way of providing the current continuum of senior adult-specific services. A working group of staff from the Departments of Family Services, Health, Neighborhood and Community Services, Human Resources, and Management and Budget, under the direction of the Deputy County Executive for Human Services, will be identifying opportunities for changes in the way services are provided in the County.

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School-Age Child Care (SACC)

Another County service which has received significant attention in the last several years of constrained budgets is the School-Age Child Care (SACC) program. County staff has worked to maximize cost recovery and generate efficiencies without compromising the high quality of the program. In FY 2014 rates will increase by 5 percent, thus bringing the SACC cost recovery rate closer to 80 percent. This was done while still maintaining the County's commitment to provide subsidized childcare to low-income families and children with special needs. Beginning in FY 2010, new SACC rooms were opened using a modified staffing model which utilized a combination of merit and benefits-eligible employees. After several years of experience, this model has been successful and staff will now implement the new model in all SACC rooms. As a result, a total of 115 Teacher I merit positions will be converted to benefits-eligible positions as they become vacant. Based on the current rate of attrition, it is anticipated that full implementation of the new staffing model will take three years. The first phase of the staffing model will be implemented in FY 2014 with the conversion of 30 positions generating savings of \$272,343. The remaining positions will be converted in FY 2015 and FY 2016. In addition, staff is evaluating the extended day pilot program implemented in September 2010 at White Oaks Elementary and will be reporting the results to the Board to see if this alternative service model is an option at the remaining three schools where SACC is not offered.

Library Operations

The Fairfax County Public Library (FCPL) will work over the coming years (FY 2015 and beyond) with a completion goal of three to four years to significantly restructure the agency. Staffing will be reduced through attrition and position redirection to centralized functions. Public service hours will be expanded, striving for consistent hours across all library branches; a single point of contact for customers will be developed in each branch, and the materials collection will be refreshed and circulated in a new manner resulting in greater efficiency with reduced resources.

Revenue Enhancements

The final options for balancing the budget are a number of revenue enhancement options that are possible for consideration for FY 2015. The County periodically reviews all user fees to determine if there are necessary adjustments that should be made to the various rates and fees. This User Fee Study will be undertaken as part of the FY 2015 and FY 2016 Multi-Year Budget. It is important to note that many user fees such as School-Age Child Care fees and Land Development Service fees, which were raised in FY 2014, are already reviewed annually. In addition, many of the County's charges have maximums set by the State. User fees and charges not set by the State total approximately \$95 million, or 2.7 percent, of the total General Fund budget, so adjustments to individual fees will not result in significant increases.

Conclusion

As a result of the multi-year budget process, the projected deficit for FY 2015 is \$31.90 million.

The FY 2015 projections are based on a comprehensive list of requirements based on information available today. There are clear priorities within the items identified for funding, and there is also the potential for changes as more information is available over the course of the next year. The items that need to be funded in FY 2015 will therefore be considered in the context of Board priorities, and decisions will be made by the County Executive on what specific items to recommend for FY 2015 and which items to exclude or delay until FY 2016.

The detailed summary of historical and projected funding follows on the next page:

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Fairfax County, Virginia Multi-Year Budget Plan Summary FY 2014 Budget Process FY 2010 - FY 2015 (in millions)

	FY2010 Actual	FY2011 Actual	FY2012 Actual	FY2013 Revised	FY2014 Adopted	FY2015 Projected	Increase/ (Decrease) Over FY2014	% Increase/ (Decrease) Over FY2014
Positions	9,407	9,542	9,684	9,686	9,652	9,721	69	0.7%
Beginning Balance	\$185.39	\$240.28	\$236.24	\$209.44	\$87.78	\$84.83	(\$2.96)	(3.4%)
Revenues								
Real Property Taxes	\$2,115.97	\$2,019.84	\$2,047.28	\$2,116.23	\$2,207.98	\$2,269.59	\$61.61	2.8%
Personal Property Taxes	296.17	301.97	316.92	340.54	336.07	358.33	22.26	6.6%
General Other Local Taxes	460.15	505.52	517.38	523.49	526.61	546.69	20.08	3.8%
Permit, Fees & Regulatory Licenses	28.67	34.27	36.84	35.75	36.87	38.71	1.84	5.0%
Fine & Forfeitures	14.94	16.56	14.08	14.61	14.86	14.94	0.07	0.5%
Revenue from Use of Money & Property	21.82	18.81	18.40	17.16	16.94	15.22	(1.71)	(10.1%)
Charges for Services	62.98	64.09	69.63	70.97	72.69	73.23	0.54	0.7%
Revenue from the Commonwealth	295.69	309.03	304.69	305.78	306.92	306.92	0.00	0.0%
Revenue from the Federal Government	48.28	38.42	40.22	26.42	25.68	25.68	0.00	0.0%
Recovered Costs/Other Revenues	5.94	12.50	14.24	14.86	14.94	14.94	0.00	0.0%
Total Revenues	\$3,350.61	\$3,321.01	\$3,379.68	\$3,465.81	\$3,559.55	\$3,664.24	\$104.69	2.9%
Transfers In	\$12.12	\$8.06	\$6.90	\$6.77	\$23.87	\$9.15	(\$14.72)	(61.7%)
Total Available	\$3,548.12	\$3,569.35	\$3,622.82	\$3,682.02	\$3,671.20	\$3,758.21	\$87.01	2.4%
Direct Expenditures by Program Area								
Legislative-Executive Functions /								
Central Services	\$92.00	\$92.92	\$98.98	\$106.77	\$101.87	\$109.94	\$8.08	7.9%
Judicial Administration	31.18	31.52	31.02	33.80	33.24	33.74	0.50	1.5%
Public Safety	401.76	397.92	403.11	432.12	425.82	448.79	22.97	5.4%
Public Works	62.04	61.63	63.88	72.93	67.96	70.17	2.22	3.3%
Health and Welfare	253.26	278.25	293.63	301.33	286.00	299.24	13.24	4.6%
Parks and Libraries	69.73	47.75	47.35	51.38	50.00	51.00	1.00	2.0%
Community Development	47.56	43.02	42.77	48.27	46.38	48.13	1.76	3.8%
Non-Departmental	203.91	235.32	261.55	285.47	298.13	311.48	13.35	4.5%
Total Direct Expenditures	\$1,161.44	\$1,188.33	\$1,242.28	\$1,332.07	\$1,309.40	\$1,372.51	\$63.11	4.8%
Transfers Out								
Schools Operating	\$1,626.60	\$1,611.59	\$1,610.83	\$1,683.32	\$1,716.99	\$1,751.33	\$34.34	2.0%
Schools Debt Service	163.77	160.21	159.74	164.76	172.37	178.68	6.31	3.7%
Subtotal Schools	\$1,790.37	\$1,771.80	\$1,770.57	\$1,848.08	\$1,889.36	\$1,930.00	\$40.65	2.2%
County Transit	\$21.56	\$31.99	\$34.46	\$36.55	\$34.55	\$34.55	\$0.00	0.0%
Information Technology	13.43	19.02	16.18	14.28	2.91	5.28	2.37	81.3%
Community Services Board	93.62	93.13	100.50	109.61	109.23	111.87	2.64	2.4%
County Debt Service	110.93	121.66	116.78	116.85	118.80	123.56	4.76	4.0%
Metro	7.41	7.41	11.30	11.30	11.30	11.30	0.00	0.0%
OPEB	9.90	13.90	27.74	28.00	28.00	28.00	0.00	0.0%
Capital Paydown	20.90	15.91	19.63	18.00	12.03	13.53	1.50	12.5%
Other Transfers	78.28	69.96	73.95	79.50	70.79	72.35	1.56	2.2%
Subtotal County	\$356.03	\$372.98	\$400.53	\$414.09	\$387.61	\$400.44	\$12.82	3.3%
Total Transfers Out	\$2,146.40	\$2,144.78	\$2,171.10	\$2,262.17	\$2,276.97	\$2,330.44	\$53.47	2.3%
Total Disbursements	\$3,307.84	\$3,333.11	\$3,413.38	\$3,594.24	\$3,586.37	\$3,702.95	\$116.58	3.3%
Total Ending Balance	\$240.28	\$236.24	\$209.44	\$87.78	\$84.83	\$55.26	(\$29.57)	(34.9%)
Less:								
Managed Reserve	\$68.01	\$68.04	\$69.34	\$71.88	\$71.73	\$74.06	\$2.33	3.3%
Other Reserves	69.04	63.13	62.78	15.89	13.10	13.10	0.00	0.0%
Total Available	\$103.23	\$105.06	\$77.32	\$0.00	\$0.00	(\$31.90)	(\$31.90)	-

LIBRARY OF VIRGINIA

Sandra Gioia Treadway
 Librarian of Virginia

July 10, 2013

To: Public Library Directors

From: Carol Adams, Assistant Director for Library Development
 Library Development & Networking Division

RE: State Grant-In-Aid FY2014

Enclosed is a copy of your *Application for State Aid Grant* for the Fairfax County Public Library in the amount of \$310,445.00 signed by Sandra G. Treadway, Librarian of Virginia.

Please communicate receipt of this grant and its importance to local library services to the appropriate governing bodies, individuals, organizations, and media in your area.

You should receive four (4) quarterly payments in the amount of \$77,611.25 from the Department of Accounts according to the following schedule:

Month of Payment	EDI Deposit to Locality*	Deadline for Checks to Arrive at Locality**
July 2013	July 10, 2013	July 17, 2013
October 2013	October 10, 2013	October 17, 2013
January 2014	January 10, 2014	January 17, 2014
April 2014	April 10, 2014	April 17, 2014

* EDI (Electronic Data Interchange) deposits to designated banks.

** Paper checks (non-EDI) should be received.

Should this payment schedule change, we will notify you as quickly as possible.

Please complete the *Budget for the Expenditure of State Aid FY2013-2014* form which is available on the Extranet at <http://www.vpl.virginia.gov/forms-cabinet>. You may use the interactive PDF file, but we still must have signed copies. **Return two (2) copies with original signatures, preferably in blue ink, no later than August 1, 2013 to ATTN: Paranita Carpenter, Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-8000.** Failure to return your state aid budget by the deadline will delay your October quarterly payment.

The *Instructions for Expenditure of State Aid Grants* are available on the Extranet at the link above. If you have any questions, contact me at (804) 692-3774 or carol.adams@lva.virginia.gov. If you do not receive your check or EDI deposit by the scheduled date(s), please contact Bill Guyton at (804) 692-3578.

cc: Sandra G. Treadway
 Connie Warne

800 East Broad Street
 Richmond, Virginia 23219

www.lva.virginia.gov

804.692.3500 phone
 804.692.3976 v/tty

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APPLICATION FOR STATE AID GRANT FY2014

The Library of Virginia • Library Development and Networking Division • 800 East Broad Street • Richmond, VA 23219-8000

The Code of Virginia 42.1-50 states, "applications must be received prior to June 1st of each calendar year." Code of Virginia 42.1, 46-58, the Virginia Administrative Code 17 VAC 15-110-10 (also known as the *Requirements Which Must Be Met In Order to Receive Grants-In-Aid*), and the *Instructions for the Expenditure of State Aid Grants* must be followed.)

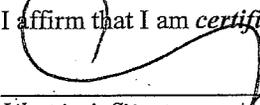
Library Director (Please Print): Edwin S. Clay III
 Library Director's E-mail Address: edwin.clay@fairfaxcounty.gov
 Library System's URL: www.fairfaxcounty.gov
 Official Name of Library System: Fairfax County Public Library
 Address: 12000 Government Center Parkway
 City: Fairfax State: Virginia Zip Code: 22035
 Phone Number: (703) 324-3100 Fax Number: (703) 222-3193

Library is open 1,246 hours per week.
 Number of evenings with 3 or more consecutive hours after 5:00 PM 4
 Total hours after 5:00 PM per week 332
 Number of weekend hours per week 177
(Requirement #5)

Five Year Plan *(Requirement #2)*
 September 2012 Date of Plan
 September 2012 Date of last annual revision
 2015 Revision Expected

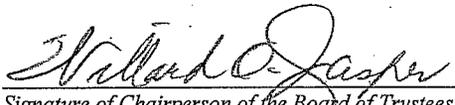
Type and frequency of delivery system *(Requirement #8)*
County trucks deliver materials to branches,
Technical Operations & Administration daily

Type of extension service provided *(Requirement #7)*
 Bookmobile/Van
 Contact Hours
23 Branch(es)
 Books-By-Mail
 Contract with other library
 Other (specify) Deposit Collections

I affirm that I am *certified* by The Library Board.

 Librarian's Signature 5/23/13 Date
 Certificate Number: #1369

I notify The Library Board that I am *not certified*.
 Librarian's Signature _____ Date _____

I agree, in order to administer this grant, to participate in any administrative seminars required by the Library Development and Networking Division.
 Librarian's Signature _____ Date _____

 5/25/13
 Signature of Chairperson of the Board of Trustees or Authorized Representative of the Governing Body Date

APPROVED BY LVA DO NOT WRITE IN THIS SPACE
Carol C. Adams
 Director, Library Development and Networking Division
Sandra S. Turloway
 Librarian of Virginia
 Date: 7/5/13 Amount: 310,445.00

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The library system was established in (year) _____ and is organized under the Code of Virginia (check all that apply):

- Section 42.1-33: City County Town
 Section 42.1-37: Regional
 Other (specify): _____
 Section 42.1-34 Section 42.1-43

Governing Body is: Fairfax County
(see Code of Virginia, Section 42.1-35 and 36)

The Board of Trustees is (check one) — *(see Code of Virginia, Section 42.1-35 and 36):* Governing Advisory

The Board of Trustees has 12 members:
 Appointed Elected

Librarian is appointed by: Brd. of Trustees City/Town Mgr.
 County Manager Other (specify): _____

The Board meets: Monthly Quarterly
 Other: _____

The Board meets: Day second Wednesday of the Month
Time: 7:00 p.m.

Give the complete name, title, address, and telephone number of the person to whom the librarian directly reports:

Name: Willard Jasper
Title: Chair, Fairfax County Public Library Board of Trustees
Address: 5807 Westchester Street
Alexandria, Virginia 22310-1149
Telephone Number: (703) 971-2428

Give the complete name, title, address, and telephone number of the person who handles all library funds (i.e., the treasurer or fiscal officer who signs the checks):

Name: Victor Garcia
Title: Director, Department of Finance
Address: 12000 Government Center Parkway
Fairfax, Virginia 22035
Telephone Number: (703) 324-3120

Funds are handled by:
 Library Board Local Government

Give the complete name, title, and address of the local governing officials (i.e., Chairperson of Board of Supervisors, County Manager/Administrator, City Manager, Town Manager, etc.) in each jurisdiction (city, county, town).

1. Name: Edward L. Long, Jr.
Title: County Executive, Fairfax County
Address: 12000 Government Center Parkway
Fairfax, Virginia 22035
Telephone No.: (703) 324-2536
2. Name: Sharon Bulova
Title: Chair, Fairfax County Board of Supervisors
Address: 12000 Government Center Parkway
Fairfax, Virginia 22035
Telephone No.: (703) 324-2321
3. Name: Robert Sisson
Title: City Manager, City of Fairfax
Address: 10455 Armstrong Street
Fairfax, Virginia 22030
Telephone No.: (703) 385-7850
4. Name: R. Scott Silverthorne
Title: Mayor, City of Fairfax
Address: 10455 Armstrong Street
Fairfax, Virginia 22030
Telephone No.: (703) 385-7800

5. Name: _____
Title: _____
Address: _____
Telephone No.: () _____
6. Name: _____
Title: _____
Address: _____
Telephone No.: () _____
7. Name: _____
Title: _____
Address: _____
Telephone No.: () _____
8. Name: _____
Title: _____
Address: _____
Telephone No.: () _____

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FCPL Capital Budget Request FY15

Five Year Plan, in priority order:

Woodrow Wilson Library	Falls Church (Mason District)
Pohick Regional Library	Burke (Springfield District)
Tysons-Pimmit Regional Library	Falls Church (Dranesville District)
John Marshall Library	Alexandria (Lee District)

Beyond Five Years, in priority order:

Reston Regional Library	Reston (Hunter Mill District)
Kingstowne Regional Library	Alexandria (Lee District)
Tysons (proffer)	Tysons (depends on space location)
Mosaic District (proffer)	Merrifield (Providence)



County of Fairfax, Virginia

MEMORANDUM

DATE: August 5, 2013

TO: Distribution

FROM: Susan W. Datta, Chief Financial Officer
Department of Management and Budget

SUBJECT: Analysis of User Fees

As part of the FY 2015 budget process, the Department of Management and Budget (DMB) will be coordinating a review of user fees charged by County agencies. This review will focus on revenue maximization, cost recovery and consistency with other jurisdictions. Each agency will be responsible for analyzing the fees and fares related to the agency's programs but worksheets have been developed by DMB to facilitate the review.

Not all fees need to be analyzed. Attachment 1 shows by agency which revenue categories should be included in the analysis. Also shown in Attachment 1 is actual revenue collected for each category in FY 2013 and estimated revenue for FY 2014 as included in the County's budget documents. In addition, if your agency has recently implemented a new fee not listed in Attachment 1, please include all relevant data related to that fee. If a fee is capped by the state, please include information about the maximum level allowed by the state and what level the County is currently charging. Attachments 2 through 5 are the worksheets to be used in the analysis. Electronic versions of these worksheets can be found at <http://fairfaxnet.fairfaxcounty.gov/Dept/DMB/Pages/BudgetDevelopmentGuide.aspx>.

Please complete this analysis no later than September 30, 2013 and e-mail the completed worksheets to Albena Assenova at albena.assenova@fairfaxcounty.gov. If you have any questions about this fee review, please call Albena at 703-324-9411. Should you have any questions during the month of August, please call Marcia Wilds at 703-324-4060.

Thank you for your attention to this project.

Attachments

Distribution:

Gloria Addo-Ayensu, M.D., Director
Health Department

Robert Bermingham, Director of Court Services
Juvenile and Domestic Relations District Court

Tom Biesiadny, Director
Department of Transportation

Michelle Brickner,
Land Development Services

Analysis of User Fees
Page 2

Richard Bowers Jr., Chief
Fire and Rescue Department

Nannette Bowler, Director
Department of Family Services

Edwin S. Clay, III, Director
Fairfax County Public Library

Jose Comayagua, Director
Facilities Management

John Frey, Clerk
Circuit Court

Wanda Gibson, Director
Department of Information Technology

Tawny Hammond
Animal Shelter

Nancy Lake, Clerk of Court
General District Court

Chris Leonard, Director
Department of Neighborhood and Community Services

Michael Liberman
Department of Cable Communication and Consumer Protection

Cindy Messinger, Acting Director
Park Authority

Lt. Col. Edwin C. Roessler Jr., Chief
Police Department

Fred Selden, Director
Department of Planning and Zoning

Lt. Col. Mark Sites, Sheriff
Sheriff's Office

USER FEES, FARES, PERMITS, LICENSES

<u>Commitment</u> <u>Item</u>	<u>AGENCY # AND TITLE</u> <u>REVENUE CATEGORY TITLE</u>	<u>FY 2013</u> <u>Actual</u>	<u>FY 2014</u> <u>Adopted</u>
70 DEPT OF INFORMATION TECHNOLOGY			
443045	Copy Machine Revenue - review coping charge per page annually	\$117,845	\$117,279
80 CIRCUIT COURT AND RECORDS			
416070	Land Transfer Fees	\$26,322	\$24,000
442500	Courthouse Maintenance Fees	34,664	42,390
450010	Circuit Court Fines and Penalties	140,533	153,612
443000, 443005	County Clerk Fees	6,090,772	5,392,416
470200	CPAN	320,791	317,606
85 GENERAL DISTRICT COURT			
442500	Courthouse Maintenance Fees	\$419,439	\$481,480
450030	General District Court Fines/Interest	124,570	96,000
450040	General District Court Fines	8,400,456	8,307,930
91 OFFICE OF THE SHERIFF			
442505	Court Security Fees	\$1,932,052	\$2,185,820
443190	Jail / DNA Fees	75,436	82,980
440065	Inmate Medical Copay	15,494	15,135
471010	Inmate Room and Board	660,111	661,794
471020	Boarding of Prisoners	318,320	295,253
04 DEPT OF CABLE COMMUNICATIONS AND CONSUMER PROTECTION			
422110	Massage Therapy Permits	\$40,775	\$40,940
422130	Precious Metal Dealers Licenses	13,350	11,850
422140	Solicitors Licenses	11,580	11,520
424220	Taxicab Licenses	151,230	149,390
422150	Going Out of Business Fees	65	65
31 LAND DEVELOPMENT SERVICES			
various	Permits/Inspection Fees (all)	\$18,548,730	\$18,389,904
various	Permits/Plan Fees (all)	9,704,797	8,460,612
443170	Reimbursement for Recorded Tapes/FOIA Fees	10,404	8,174

USER FEES, FARES, PERMITS, LICENSES

Commitment Item	AGENCY # AND TITLE REVENUE CATEGORY TITLE	FY 2013 Actual	FY 2014 Adopted
81 JUVENILE & DOMESTIC RELATIONS COURT			
442500	Courthouse Maintenance Fees	\$5,347	\$7,130
450030	J&DR Ct Fines/Interest	1,434	842
450050	County Fines - J&DR Court	60,265	79,659
443080	Parental Support - Boys Probation House	8,950	12,633
443085	Parental Support - Girls Probation House	1,622	2,297
443090	Parental Support - Supervised Visitation	5,868	10,892
90 POLICE DEPARTMENT			
442510	Criminal Justice Academy Fee	\$193,814	\$226,820
452020, 452030	Parking Violations	2,849,555	3,250,000
471210	Criminal Justice Academy Cost Recovery	38,900	26,850
422050	Concealed Weapon Permits	258,452	157,375
422000	Alarm System Registrations	116,455	122,795
451000	Alarm Ordinance Violations	525,295	598,499
443100	Police Reports and Photo Fees	256,199	267,236
443105	Police Reimbursement	2,365,014	1,566,670
90 ANIMAL SHELTER			
420000, 420010	Dog Licenses & Dangerous Dog Fees	\$916,195	\$883,845
443020	Animal Shelter Fees	84,107	86,327
92 FIRE AND RESCUE DEPARTMENT			
423020	Fire Prevention Code Permits	\$1,416,027	\$1,433,100
423010	Fire Marshal Fees	3,684,216	3,654,000
423000	Acceptance Test Overtime	50,688	46,080
443115	EMS Transport Fee	16,683,339	15,492,187
08 FACILITIES MANAGEMENT			
463060	Cafeteria Commissions	93,165	96,018
443095	Parking Garage Fees	969,382	908,930

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USER FEES, FARES, PERMITS, LICENSES

<u>Commitment</u> <u>Item</u>	<u>AGENCY # AND TITLE</u> <u>REVENUE CATEGORY TITLE</u>	<u>FY 2013</u> <u>Actual</u>	<u>FY 2014</u> <u>Adopted</u>
67 DEPARTMENT OF FAMILY SERVICES			
424060	Home Child Care Permits	\$23,957	\$24,891
443195	School Age Child Care (SACC) Fees	33,929,015	35,951,301
443195	Employee Child Care Fees	1,126,425	1,153,963
442020	Domestic Violence Services Client Fees - ADAPT	73,270	90,334
471210	FASTRAN/Employment	85,299	84,375
471210	Golden Gazette	86,758	83,343
443015	Adoption Service Fees	7,174	5,408
71 HEALTH DEPARTMENT			
various	Health Dept. Permits, Fees, Licenses (all)	\$858,327	\$820,122
various	Health Dept. Revenue Charges (all)	2,450,722	2,432,050
440005	Elderly Day Care Fees	1,056,021	1,127,428
440010	Elderly Day Care Medicaid Reimbursement	301,017	262,224
79 DEPT OF NEIGHBORHOOD AND COMMUNITY SERVICES			
441015	Art Activity Fees	\$8,915	\$10,500
441195	Sport Activity Fees	0	0
441165, 441240	Recreation Community Use Fees	39,751	56,113
441170, 441245	Recreation Neighborhood Center Fees	281,635	275,411
441065	Custodial Use	272,792	237,475
441180	Senior+ Monthly Participant Fees	46,705	47,125
441175	Senior Center Annual Participant Fees	152,994	152,000
441235	Recreation Athletic Programs	512,644	472,779
444505, 443070	FASTRAN Rider Fees	20,229	30,425
441225	Seniors on the Go Fees	48,700	55,000
51 FAIRFAX COUNTY PARK AUTHORITY			
441160	Recreation Class Fees	\$1,530,255	\$1,830,093
52 FAIRFAX COUNTY PUBLIC LIBRARY			
440500	Coin-Operated Microform Readers	\$151,074	\$150,474
440505	Library Database Fees	15,710	21,018
440510	Library Overdue Penalties	1,278,168	1,277,251

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USER FEES, FARES, PERMITS, LICENSES

<u>Commitment</u> <u>Item</u>	<u>AGENCY # AND TITLE</u> <u>REVENUE CATEGORY TITLE</u>	<u>FY 2013</u> <u>Actual</u>	<u>FY 2014</u> <u>Adopted</u>
35 DEPT OF PLANNING AND ZONING			
various	Zoning Fees (all)	\$2,260,532	\$2,522,529
40 DEPT OF TRANSPORTATION			
463150	Bicycle Locker Rentals	\$1,860	\$1,800
443140	Proposed Vacation Fees	1,200	800
443135	Restricted Parking Fees	1,870	2,000

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County of Fairfax, Virginia

MEMORANDUM

DATE: July 25, 2013

TO: Edwin S. Clay III, Director
Fairfax County Public Library

FROM: Christopher J. Pietsch, Director 
Internal Audit Office

SUBJECT: Final Report - SIRSI Application Audit

The Internal Audit Office has completed a SIRSI Application Audit which was performed for Fairfax County Public Library (FCPL) as part of our Annual Audit Plan. Attached is the report for this audit, including an executive summary and detail findings and recommendations. Each finding has been discussed with applicable management and the responses are incorporated in the report.

We appreciate the cooperation extended to us during this project. Should you have any questions regarding this report, please contact me at (703) 324-4200.

Attachment

cc: Edward L. Long, Jr., County Executive
David J. Molchany, Deputy County Executive
Janet H. Prasher, Associate Director for Administration, FCPL
Melanie Quinn, Finance Officer, FCPL
Margaret Kositsch, Technical Director, FCPL
Bob Cappello, SIRSI System Administration, FCPL
Nelson Gutierrez, IT Program Manager, DIT

ref: Audit # 12-11-03



Fairfax County Internal Audit Office

Fairfax County Public Library
SIRSI Application Audit
Final Report

July 2013

"promoting efficient & effective local government"

Executive Summary

The Fairfax County Public Library (FCPL) uses SIRSI Symphony Workflow, a commercial off-the-shelf library management application, to support its day-to-day operations. The FCPL uses the SIRSI application to check in/out customer books, bill customers for fees and late penalties, accept payments and keep track of library materials.

Our audit found that adequate controls were in place to ensure that the library materials' purchase orders and received library materials were input into SIRSI completely and timely. Additionally, exception reports were generated to monitor the system processing, and errors were corrected timely. We also determined that fees and late penalties were calculated correctly and payment reconciliations were performed on a daily basis. However, compliance with the county's Information Technology Security Policy 70-05.01 v4 related to account management, password, and administrative access needed to be strengthened. The primary issues noted were:

- Of the five regional libraries we sampled, only half of the authorized library staff signed the required fee waiver disclosure form. In addition, we noted that the supervisor was not required to review and sign on the "forgive" receipt (the receipt explaining items waived and the reason for the waiver) to ensure oversight and monitoring of the process.
- Controls over discarding library materials could be strengthened. Each library branch could discard the outdated or damaged library items on site with a unique library card for discarding library items. We noted that any circulation staff in the library branch could use this card to discard the library items in the SIRSI application without the supervisor's approval.
- Library staff shared generic user IDs to log into SIRSI based on their job functions, eliminating individual accountability for transactions performed on the system.
- The SIRSI application did not require users to create strong passwords. In addition, the passwords did not have expiration dates. The circulation staff shared the user ID and password to log in to the SIRSI application. The passwords were not changed for the past ten years.
- The SIRSI application system administrator had access rights to all the system functions. Some of the functions such as cataloging, circulation and acquisitions, were beyond his job responsibilities. The segregation of duties control is compromised if the system administrator can also perform end user job functions.

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Scope and Objectives

This audit was performed as part of our fiscal year 2012 Annual Audit Plan and was conducted in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. This audit covered the period of June through November 2012, and our audit objectives were to determine that:

- Controls were in place over data input.
- Customer billing for fees and late penalties were calculated correctly and collected timely.
- Controls were in place over the purchasing library materials and inventory records.
- Access controls and separation of duties were established to ensure data was adequately protected from unauthorized amendment or loss.

Methodology

Our audit approach included a review and analysis of internal controls over the SIRSI application purchase order and received library items input, late fees billing and collection process. We interviewed appropriate employees to understand the system functions, data input, fee waiver procedures, fee payment collection and reconciliation process. We observed employees' work functions; determined if controls were in place to prevent data from unauthorized modification; and tested data input, the fee waiver process, late fee generation, late fee payment collection and payment reconciliation on a sample basis.

Findings, Recommendations, and Management Response

1. Fee Reductions and Waivers

The Fairfax County Public Library had a policy for reducing or waiving overdue fees under certain circumstances. Authorized library staff were required to fill out a fee waiver disclosure form. By signing this form, the authorized library staff agreed to forgive fines in accordance with the Fairfax County Public Library's fee waiver policy. We asked five regional libraries to provide a list of staff that had rights to reduce or waive the overdue fees to verify their signed forms in the file. There were a total of fifty library staff that had the rights to reduce or waive overdue fees, but only half of them signed the fee waiver disclosure form. In addition, authorized library staff were required to create a "forgive" receipt from SIRSI which would be marked with the appropriate circumstance (adjustment or hardship) and initialed by the staff. We

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noted that a supervisor was not required to review and sign the "forgive" receipt to ensure oversight and monitoring of the process.

Failure to sign the fee waiver disclosure form increases the risk that library staff may not review the FCPL fee waiver policy and inappropriately waive the overdue fees. In addition, the lack of independent supervisory approval for reduced or waived fees decreases accountability for these transactions and increases the risk of reduced revenue by the elimination of legitimate charges through fraud or error.

Recommendation: FCPL should ensure that library staff authorized to reduce or waive overdue fees have reviewed the agency policy on forgiving fines, and signed and dated the fee waiver disclosure form. Supervisors should sign and date the "forgive" receipt to document their approval of each waived transaction. The approval should be verified during the payment reconciliation process.

Management Response: FCPL will implement a companion product that will work in concert with SIRIS to limit the ability to reduce or forgive fines. This product, Comprise, will have a PC that will integrate with SIRSI that will be dedicated to this process. With the implementation of the Comprise product staff will input the forgive transaction into the Comprise terminal which will interface with SIRSI versus staff updating the SIRSI system directly. Additionally, Comprise will require individual user ID staff sign-on and require a higher-level approval to complete the waive transaction. FCPL will limit the staff to a smaller number of employees who will still be required to sign the fee waiver disclosure form. FCPL's Financial Services Division will check the authorized personnel against the forms during their annual audit of revenue collection. Additionally, each branch location will be provided a custom stamp to stamp the forgive forms to ensure the consistency of required data across branches. The anticipated completion date for the Comprise system implementation is November 5, 2014.

2. Discarded Library Items

We noted that each branch library had the ability to discard library items on site. Any circulation staff in each library branch could discard library items in the SIRSI application without their supervisor's approval.

Technical Operations and each branch library had a unique library card for discarding library items, i.e. TEDISCARD for technical operations and CEDISCARD for Centreville Regional Library. Library items were discarded when they were in poor condition or outdated. Library branch staff usually put the library items that needed to be discarded in a bin and sent the bin to technical operations. In the SIRSI application, all the items to be discarded were checked out with the "discard" library card. These items' status was charged to "discard" and they would automatically be purged from SIRSI on a weekly basis.

FCPL didn't develop procedures to require supervisory/independent approval for discarding library items in the SIRSI application. The lack of independent supervisory approval for discarding library items in the SIRSI application may

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increase the risk of theft through fraudulently deleting library items from the system.

Recommendation: FCPL should require the branch libraries to send the library items that need to be discarded to Technical Operations. If library items must be discarded on-site, the branch library supervisor should review and approve the library items to ensure the discarded item is legitimate.

Management Response: FCPL will develop a process that will require the sign-off/approval of a manager for all discarded items. Further, going forward, actual discards will be sent to Technical Operations. FCPL will develop a report that is generated on a regular basis to compare with discards as they are transferred. The anticipated completion date is October 1, 2013.

3. SIRSI Application Generic User ID

We reviewed the SIRIS user list and noted that each library staff user was not assigned a unique user ID. Library staff shared generic user IDs to log into the SIRSI based on their job functions. The generic user IDs' access rights were determined by user profiles. For example, each branch assigned one generic user ID for its circulation staff and several workstations to log into the SIRSI application. The library circulation desk staff logged into SIRSI by using the generic user ID. The generic user ID allowed the staff user to perform transactions such as create new library customer accounts in the SIRSI application, check in/out books, post fee payments, and forgive charges. Each functional job, such as the branch management team, cataloging staff, cataloging manager, process staff, etc., was assigned a specific generic user ID to share.

Fairfax County Information Technology Security Policy 70-05.01 v4 states that, "Users shall be assigned a unique account and user ID. Credentials shall not be shared or written down."

Shared user IDs decrease accountability for transactions posted on the system, increasing the risk of fraud or error in posting payments, waiving fees, or recording book inventory in the system.

Recommendation: For optimal controls, we recommend that FCPL assign each library staff their own SIRSI user ID and password to comply with Fairfax County Information Technology Security Policy 70-05.01 v4.

According to FCPL, eliminating these SIRSI generic user IDs would have severe implications for the library operations and could cause major disruptions and operational hardships. They believe that these costs outweigh the risk associated with generic user IDs and passwords. When a user logs into SIRSI Symphony Workflows, their user ID sets the "branch" location for all transactions that take place within Symphony during that login session. This affects printing, receipt settings, check-in locations, discharge locations, cash receipts, and a host of other settings. It is also our understanding that FCPL plans to implement Comprise Library Management Products to collect fee payments including cash, check and

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credit card. The final goal is to have no library staff involved in the cash/payments collection process. The financial risk for using generic user IDs will be substantially minimized after this new payment collection system is implemented. If FCPL decides to continue using generic SIRSI user IDs, the IT security policy requires FCPL to get an approved exemption from the Chief Information Security Officer (CISO).

During this audit, FCPL received an approved exemption from the CISO. IAO obtained a copy of the signed exemption. Within the approved ISO exemption, the Information Security Office recommended that FCPL fix the application to allow more secure account and user management. No management response is needed. However, we do recommend that FCPL move forward with the implementation of the Comprise Library Management Products fee collection system to mitigate the financial risks.

Management Response: No management response is needed.

4. SIRSI Application Passwords

The SIRSI application did not require users to create strong passwords. In addition, the passwords did not have expiration dates. The circulation staff shared a generic user Id and password to log in to the SIRSI application. The passwords were not changed for the past ten years.

Fairfax County Information Technology Security Policy 70-05.01 v4 requires that, "Fairfax County information systems enforce complexity requirements for all user, administrative, and system account passwords. Users shall ensure to use a minimum of 6 characters when creating passwords, to include uppercase letters, lowercase letters, numbers, and special characters when technically feasible for the system. Passwords shall not be shared with anyone internal or external to the County. Passwords for all general user and administrative accounts shall be changed every 90 days and password reuse minimized according to system specifications. System and service accounts shall comply with the same requirements unless specifically approved through the formal exception process."

Password identification and authentication is critical to every computer system. Weak passwords cannot adequately protect library customer accounts from unauthorized modification, disclosure, or impairment. The SIRSI application is a commercial-off-the-shelf product. This application does not have the built-in functions to automatically enforce strong passwords and periodic password changes.

Recommendation: Although the controls cannot be automated, we still recommend that FCPL manually require users to change passwords every 90 days or whenever a staff using a generic user ID resigns or transfers to other department. Additionally, FCPL should still manually require passwords to be no less than six alpha/numeric characters in compliance with the strong password requirements based on the County's Information Technology Security Policy 70-05.01 v4.

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In the meantime, FCPL should coordinate with the vendor to develop strong password automation features in the SIRSI application that comply with the IT Security Policy.

Management Response: FCPL will reach out to SIRSI to continue conversations regarding this request. If custom programming would be available from SIRSI eliminating the manual effort and significant staff time to administer this change, FCPL would try to fund the cost of the programming. Also, FCPL agrees to enact a manual, 90-day strong password policy for all users. The anticipated completion date is October 1, 2013.

5. System Administrator Access Rights

The SIRSI application system administrator had access rights to all the system functions. Many of the functions such as cataloging, circulation and acquisitions were beyond his job responsibilities.

Fairfax County Information Technology Security Policy 70-05.01 v4 requires that, "system accounts should be configured to follow the concept of least privilege and not maintain open excessive privileges for the sake of convenience. System accounts that require administrative privileges must also be formally documented and approved by the ISO. Administrative users shall also be provided a separate general user account in accordance with this policy to perform normal business functions."

If one individual controls all critical stages of a process, it increases the risk that erroneous or fraudulent transactions could be processed. The segregation of duties control is compromised if the system administrator can also perform end-user job functions.

Recommendation: We recommend that FCPL evaluate the system administrator's responsibilities and only assign the access rights necessary to perform his job functions, i.e., configuration. He should be restricted from performing end user job functions.

Management Response: FCPL will evaluate the system administrator's responsibilities and only assign the access rights necessary to perform his job functions. Administrative users will be assigned a separate general user account in accordance with the DIT Security Policy to perform normal business functions. If FCPL chooses to continue to grant the general user rights to the system administrator, FCPL will implement a database script that involves the daily execution and monitoring of the database audit script that identifies the changes/actions, workstation ID, and login time of the system administrator user ID. The script results will be sent to the FCPL technical director for review. The SIRSI system administrator will provide the appropriate documentation that supports the administrator's activities to the technical director. The anticipated completion date is October 1, 2013.

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Fairfax County, Virginia

FY 2014 - FY 2018

Adopted Capital Improvement Program
(With Future Fiscal Years to 2023)

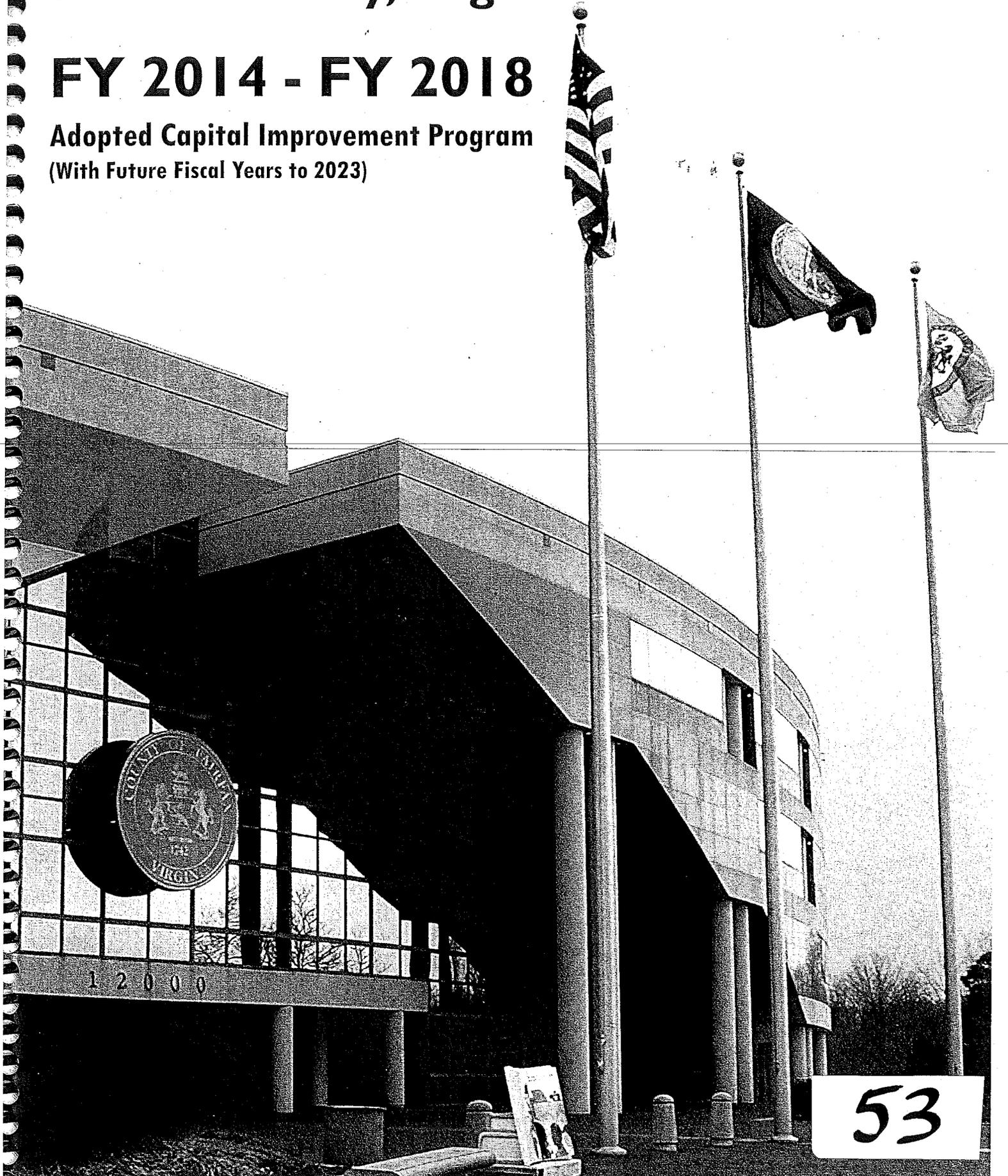


TABLE A
PROGRAM COST SUMMARIES
(\$000's)

PROGRAM	BUDGETED OR EXPENDED THRU FY 2013	FY 2014	FY 2015	FY 2016	2017	FY 2018	TOTAL FY 2014 - 2018	TOTAL FY 2019 - FY 2023	TOTAL PROGRAM ESTIMATE
County Managed Programs									
Fairfax County Public Schools	\$224,737	\$193,187	\$207,532	\$168,829	\$158,304	\$143,353	\$871,205	\$925,327	\$2,021,269
Fairfax County Park Authority	119,951	25,065	23,231	20,231	17,384	12,978	98,869	11,792	230,632
Housing Development	9,399	15,248	9,676	1,550	1,550	1,550	29,574	0	38,973
Revitalization	22,685	3,401	1,201	881	881	881	7,245	24,405	54,335
Stormwater Management and Other Neighborhood Improvements	375	25,718	34,468	46,468	52,968	60,468	220,090	209,578	430,043
Community Development	9,477	15,814	9,940	6,915	9,040	7,608	49,317	34,386	93,180
Public Safety	58,491	61,324	84,551	75,826	5,482	2,800	229,983	0	288,474
Court Facilities	4,948	3,500	2,700	7,700	7,700	2,700	24,300	7,200	36,448
Libraries	1,391	5,685	6,413	9,054	9,213	900	31,265	0	32,656
Facility Management and Renewal	46,363	17,280	40,058	19,648	20,221	19,294	116,501	66,000	228,864
Human Services	37,185	42,826	12,108	4,250	4,750	5,500	69,434	113,750	220,369
Solid Waste	3,950	4,325	2,725	2,225	1,325	1,025	11,625	5,875	21,450
Sanitary Sewers	354,287	114,327	109,224	89,706	87,444	80,591	481,292	451,415	1,286,994
Transportation and Pedestrian Initiatives	138,687	140,077	131,331	105,699	101,392	100,792	579,291	314,511	1,033,426
SUB TOTAL	\$1,031,926	\$667,777	\$675,158	\$558,982	\$477,654	\$440,440	\$2,820,011	\$2,164,239	\$6,017,113
Non-County Managed Programs									
Northern Virginia Regional Park	C	\$3,000	\$3,000	\$3,000	\$3,090	\$3,183	\$15,273	\$17,405	\$32,678
Water Supply	342,935	84,404	73,366	70,545	64,372	58,271	350,958	269,545	963,438
SUB TOTAL	\$342,935	\$87,404	\$76,366	\$73,545	\$67,462	\$61,454	\$366,231	\$286,950	\$996,116
TOTAL	\$1,374,861	\$755,181	\$751,524	\$632,527	\$545,116	\$501,894	\$3,186,242	\$2,451,189	\$7,013,229

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TABLE B
GENERAL OBLIGATION BONDS
AUTHORIZED BUT UNISSUED STATUS
(\$ in millions)

Most Recent Bond Issues Approved by Voters	Year	Amount	Sold Through January 2013	Authorized Beyond January 2013
Public Schools ¹	2007	99.085	79.795	19.290
	2009	232.580	62.005	170.575
	2011	252.750	0.000	252.750
County Parks	2008	35.148	8.975	26.173
	2012	63.000	0.000	63.000
No Va Regional Park Authority	2012	12.000	6.000	6.000
Commercial and Redevelopment	1988	2.260	2.260	0.000
Housing Redevelopment	1988	4.370	4.370	0.000
Public Safety	2006	87.580	15.190	72.390
	2012	55.000	0	55.000
Road Construction	2007	78.762	7.595	71.167
Library Facilities	2004	9.380	3.245	6.135
	2012	25.000	0.000	25.000
Transportation	2007	90.690	15.000	75.690
Capital Renewal Public Safety	2006	6.000	1.900	4.100
Stormwater / Flood Control	2012	30.000	0.000	30.000
TOTAL		\$1,083.605	\$206.335	\$877.270

¹ The 2007 School Referendum totaled \$365,200,000 of which \$315,200,000 was for school improvement needs and \$50,000,000 was for a County vehicle maintenance facility for school buses and other County vehicles. The maintenance facility will be funded from the County's capacity allocation, as approved by the Board of Supervisors on May 7, 2007.

Table C

DEBT CAPACITY ANALYSIS
FY 2014 - FY 2018 Projected Capital Improvement Program
(\$ in millions)

PURPOSE	UNISSUED	FY 2013	NEW REFERENDA					2014-2018	2019-2023	REMAINING BALANCE
			FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL	PROJ.	
Libraries (2004)	9.38	3.245	6.14	0.00	0.00	0.00	0.00	6.14	0.00	0.00
Libraries (2012)	25.00	0.00	0.00	5.00	10.00	10.00	0.00	25.00	0.00	0.00
Roads (2007)	78.76	7.595	20.00	20.00	20.00	11.17	0.00	71.17	0.00	0.00
NVRPA (2012)	12.00	6.00	3.00	3.00	0.00	0.00	0.00	6.00	0.00	0.00
Metro (2010)	90.69	15.00	26.54	28.20	20.95	0.00	0.00	75.69	0.00	0.00
Human Services (2004)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Safety Facilities (2006)	93.58	17.09	30.00	25.00	21.49	0.00	0.00	76.49	0.00	0.00
Public Safety Facilities(2012)	55.00	0.00	0.00	10.00	10.00	10.00	10.00	40.00	15.00	0.00
Commercial Revitalization (1988)	6.63	6.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FCPA (2008)	35.15	8.975	13.30	12.87	0.00	0.00	0.00	26.17	0.00	0.00
FCPA (2012)	63.00	0.00	0.00	0.43	13.30	13.30	13.30	40.33	22.67	0.00
Schools (Bus garage) (2007)	33.29	14.00	5.00	5.00	5.00	4.29	0.00	19.29	0.00	0.00
Flood Control (2012)	30.00	0.00	0.00	0.00	10.00	10.00	10.00	30.00	0.00	0.00
Subtotal County	532.480	78.535	103.980	109.500	110.740	58.760	33.300	416.280	37.670	0.00
Schools (2007)	65.795	65.795	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Schools (2009)	232.580	62.005	155.00	15.58	0.00	0.00	0.00	170.58	0.00	0.00
Schools (2011)	252.750	0.00	0.00	139.42	113.33	0.00	0.00	252.75	0.00	0.00
Subtotal Schools	551.125	127.800	155.00	155.00	113.33	0.00	0.00	423.33	0.00	0.00
Total General Obligation Bonds	1,083.605	206.34	258.98	264.50	224.07	58.76	33.30	839.61	37.67	0.00
FCHRA Lincolnia			0.00	15.00	0.00	0.00	0.00	15.00	0.00	
Capital Renewal			5.00	10.00	10.00	10.00	0.00	35.00	0.00	
Public Safety HQ/Massey			0.00	0.00	0.00	185.00	0.00	185.00	0.00	
Subtotal Other			5.00	25.00	10.00	195.00	0.00	235.00	0.00	
Total Current Program	1,083.605	206.335	263.98	289.50	234.07	253.76	33.30	1,074.61	37.67	0.00

PURPOSE	AUTH. BUT UNISSUED	FY 2013	NEW REFERENDA					2014-2018	2019-2023	REMAINING BALANCE
			FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL	PROJ.	
Schools (2013)	250.00	0.00	0.00	0.00	0.00	155.00	95.00	250.00	0.00	0.00
Schools (2015)	250.00	0.00	0.00	0.00	41.67	0.00	60.00	101.67	148.33	0.00
Total New Schools Referenda	500.00	0.00	0.00	0.00	41.67	155.00	155.00	351.67	148.33	0.00
Transportation (2014)	100.00	0.00	0.00	0.00	0.00	8.83	20.00	28.83	71.17	0.00
NVRPA (2016)	12.00	0.00	0.00	0.00	3.00	3.00	3.00	9.00	3.00	0.00
Parks, Public Facilities (2016)	118.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	118.00	0.00
Transportation - Metro (2016)	120.00	0.00	0.00	0.00	5.25	27.30	27.10	59.65	60.35	0.00
Total New County Referenda	350.00	-	-	-	8.25	39.13	50.10	97.48	252.52	-

Grand Total	1,933.61	206.335	263.98	289.50	283.99	447.89	238.40	1,523.76	438.52	-
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5-Year CIP Period: Projects by Function

Does not include specific school projects or non-county managed programs such as Northern Virginia Regional Park Authority and Water Supply

<u>Project</u>	<u>District</u>
Community Development - Action Plan Review Team (APRT) - Amenity Maintenance	Countywide
Community Development - Athletic Field Maintenance (Parks)	Countywide
Community Development - Athletic Services Fee/Custodial Support	Countywide
Community Development - Athletic Services Fee/Field Maintenance	Countywide
Community Development - Athletic Services Fee/Turf Field Development	Countywide
Community Development - Athletic Services Fee/Turf Field Replacement Program	Countywide
Community Development - Athletic Services Fee/Youth Scholarship Program	Countywide
Community Development - FCPS Athletic Field Lighting Requirements	Countywide
Community Development - Land Acquisition Reserve	Countywide
Community Development - Lorton Community Center	Mt. Vernon
Community Development - McLean Community Center Improvements	Dranesville
Community Development - Mott Community Center	Springfield
Community Development - Park Maintenance of FCPS Fields	Countywide
Community Development - Providence District Community Center	Providence
Community Development - Reston Community Center Improvements	Hunter Mill
Community Development - Salona Property Conservation Easement Acquisition	Dranesville
Court Facilities - Adult Detention Center Security Upgrades	Providence
Court Facilities - Adult Detention Center Sewer Improvements	Providence
Court Facilities - Boys Probation House Expansion Study	Braddock
Court Facilities - Jennings Judicial Center Courtroom Renovations	Providence
Court Facilities - Jennings Judicial Center Data Center Study	Providence
Facility Management - Americans with Disabilities Act (ADA) Compliance	Countywide
Facility Management - Carpet Replacement	Countywide
Facility Management - Electrical Renovations	Countywide
Facility Management - Elevator Replacement	Countywide
Facility Management - Emergency Building Repairs	Countywide
Facility Management - Emergency Generator Replacement	Countywide
Facility Management - Emergency Replacement of Failed Systems	Countywide
Facility Management - Energy Efficiency and Conservation Block Grant Program	Countywide
Facility Management - Environmental Agenda Projects	Countywide
Facility Management - Fire Alarm System Replacements	Countywide
Facility Management - HVAC Renovation	Countywide
Facility Management - Laurel Hill Development	Mt. Vernon
Facility Management - Newington DVS Facility Renovation and Expansion	Mt. Vernon
Facility Management - Northern Virginia Community College Contribution	Countywide
Facility Management - Parking Lot and Garage Repairs	Countywide
Facility Management - Public Safety Facilities Capital Renewal	Countywide
Facility Management - Roof Repairs and Waterproofing	Countywide
Facility Management - Window Replacement	Countywide
Fire - Bailey's Crossroads Fire Station	Mason
Fire - Fire and Rescue Academy (West Ox Site) - Phase I Improvements	Springfield
Fire - Herndon Fire Station	Dranesville
Fire - Jefferson Fire Station	Mason
Fire - Traffic Light Signalization	Countywide
Housing - "Housing First" Transitional Housing at Katherine K. Hanley Family Shelter Campus	Springfield
Housing - Accessibility Modifications of FCRHA Properties	Countywide
Housing - Affordable Housing Preservation and Production	Countywide
Housing - Crescent Redevelopment	Hunter Mill
Housing - Lewinsville Expansion	Dranesville
Housing - Lincolnia Residences Renovation	Mason
Housing - Preservation/Rehabilitation of Existing FCRHA-Owned Housing	Countywide
Housing - The Residences at North Hill Park	Mt. Vernon
Human Services - County Cemetery	Mason
Human Services - CSB Group Homes	TBD
Human Services - East County Human Services Center	Mason
Human Services - Mid-County (Woodburn) Mental Health Center	Providence
Human Services - North County Human Services Center Feasibility Study	Hunter Mill
Human Services - School Age Child Care Centers	Countywide
Libraries - John Marshall Community Library	Lee
Libraries - Library Feasibility Studies	Countywide
Libraries - Pohick Regional Library	Springfield
Libraries - Reston Regional Library	Hunter Mill
Libraries - Tysons Pimmit Regional Library	Dranesville
Libraries - Woodrow Wilson Community Library	Mason
Neighborhood Improvement - Developer Defaults	Countywide
Neighborhood Improvement - Developer Streetlight Program	Countywide
Neighborhood Improvement - Emergency Directives	Countywide
Neighborhood Improvement - Minor Streetlight Upgrades	Countywide
Neighborhood Improvement - Payments of Interest on Conservation Bonds	Countywide
Neighborhood Improvement - Survey Control Network Monumentation	Countywide

Beyond 5-Year CIP Period: CIP Projects by Priority Ranking

Does not include specific County and VDOT Transportation/Pedestrian Initiative projects

Criteria for Ranking Future Projects - when resources are available:

- 1 - Immediate: May be moved to the 5 Year plan within a year.
- 2 - Near Term: May be moved to the 5 Year plan in 2-3 years.
- 3 - Long Term: May be moved to the 5 Year plan in 4-5 years.
- 4 - Future: Anticipated, but not yet scheduled.

<u>Project</u>	<u>ENSNI *</u>	<u>District</u>	<u>Ranking</u>
Community Development - Centreville-Chantilly Regional Senior/Teen	TBD	TBD	4
Community Development - Mt. Vernon Area RECenter	TBD	Mt. Vernon	4
Community Development - Springfield Regional Senior/Teen Center	TBD	TBD	4
Community Development - Wakefield Park Community/Senior Center	TBD	Braddock	4
Courts - Historic Courthouse landscaping/walls and sidewalks	\$3 million	Providence	4
Courts - Juvenile Halfway House	\$5 million	TBD	4
Courts - Probation Offices (Western County)	TBD	TBD	4
Facility Management - West County DVS Maintenance Facility	\$35 million	TBD	4
Fire - Chantilly Fire Station Renovation	TBD	Sully	4
Fire - Fairview Fire Station Renovation	\$5 million	Springfield	4
Fire - Fox Mill Fire Station Renovation	\$4 million	Hunter Mill	4
Fire - Frying Pan Fire Station Renovation	TBD	Hunter Mill	4
Fire - Mount Vernon Fire Station Renovation	\$4 million	Mt. Vernon	4
Fire - Pohick Fire Station Renovation	\$6 million	Springfield	4
Fire - Seven Corners Fire Station Renovation	\$5 million	Mason	4
Fire - South County Public Safety Training Facility	\$8 million	TBD	4
Housing - Annandale Senior Housing and Senior Center	TBD	Mason	4
Housing - Housing for Disabled Persons	\$3 million	TBD	4
Housing - Magnet Housing/Route 50 and West Ox	\$12 million	Sully	4
Housing - Springfield Senior Housing and Senior Center	TBD	Lee	4
Housing - West County Senior Housing and Senior Center	TBD	Springfield	4
Libraries - Kingstowne Regional	\$20 million	Lee	4
Libraries - Laurel Hill Library	\$10 million	Springfield	4
Neighborhood Improvements - Conversion of Mercury Vapor Streetlights	TBD	Countywide	4
Neighborhood Improvements - Replacement of Old Mercury Vapor Open Streetlight	TBD	Countywide	4
Neighborhood Improvements - Upgrade of Existing Streetlights	TBD	Countywide	4
Parks - Future Needs Assessment in preparation for 2016 Bond	TBD	Countywide	4
Police - Criminal Justice Academy Renovations	TBD	Sully	4
Police - South County Animal Shelter	\$12 million	TBD	4
Revitalization - Reston North Redevelopment	TBD	Springfield	4
Total : Beyond 5-Year CIP Period	\$759 million		

* ENSNI = Estimate, No Scope, No Inflation

Cost estimates for long term CIP projects are based on preliminary project descriptions provided by the requesting agency, and include all estimated costs for land acquisition, permits and inspections, project management and project engineering, consultant design, construction, utilities, fixed equipment and information technology infrastructure.

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Government Facilities

Libraries Goals

- ✓ To continue to provide a modern network of effective, relevant and efficient library services that are convenient and accessible for the changing population of Fairfax County.
- ✓ To locate library facilities to provide service to the greatest number of persons within designated service areas, and provide high visibility, safe and easy access, and ample size for the building, parking areas, landscaping and future expansion.
- ✓ To ensure that library facilities are compatible with adjacent land uses and with the character of the surrounding community and that the size of each facility provides adequate space for the population to be served.
- ✓ To continually evaluate patron needs and usage, providing a basis for responsible library management decisions in the public interest.

Facility Management and Capital Renewal Goals

- ✓ To provide for a planned series of renovations, improvements, and repairs that will maximize the useful life of County facilities.
- ✓ To modify County facilities and environmental control systems so as to increase energy utilization efficiency.
- ✓ To provide emergency repairs to County facilities in order to correct potential safety or structural hazards.

Human Services Goals

- ✓ To provide community services as an alternative to institutional placements.
- ✓ To provide facilities and services which will enhance the physical health, mental health and social well-being of County citizens.
- ✓ To establish additional group homes which promote integration within the community for persons who are mentally ill and mentally retarded.
- ✓ To provide facilities and services that will assist in the rehabilitation of individuals recovering from alcohol and drug abuse.
- ✓ To establish additional treatment facilities in new growth areas to accommodate the human services needs for local residents.
- ✓ To continue partnerships with Virginia Department of Medical Assistance Services for maximizing Medicaid revenues to fund clinical residential supports.
- ✓ To continue a commitment to privatization by working collaboratively with private service provider agencies for the delivery of residential support services.
- ✓ To support, promote and provide quality child care and early childhood education services in Fairfax County.

Libraries

PROGRAM DESCRIPTION

Fairfax County Public Library branches differ in size, collection, services available and customers served. The libraries all have one thing in common: a commitment to provide easy access to a multitude of resources for the education, entertainment, business or pleasure of Fairfax County, Town of Herndon and City of Fairfax residents of all ages.

LINK TO THE COMPREHENSIVE PLAN

Fairfax County's Comprehensive Plan has established a number of objectives and policies in order to:

- ✓ Provide at least 0.4 square foot of library space per resident, to be served by regional libraries between 30,000 to 40,000 square feet and community libraries between 10,000 to 20,000 square feet, as well as redesign and renovate existing libraries to maximize the use of information technologies.
- ✓ Renovate and/or expand Woodrow Wilson, John Marshall, Tysons Pimmit, and Pohick; develop a program for the relocation of Reston Regional; and construct a new regional library in Kingstowne.
- ✓ Consider future library presence in Merrifield Suburban Center and Tysons Corner Urban Center.

Source: 2007 Edition of the Fairfax County Comprehensive Plan, Areas I, II, III, and IV, and the Policy Plan Element, Public Facilities Section, as amended

CURRENT PROGRAM INITIATIVES

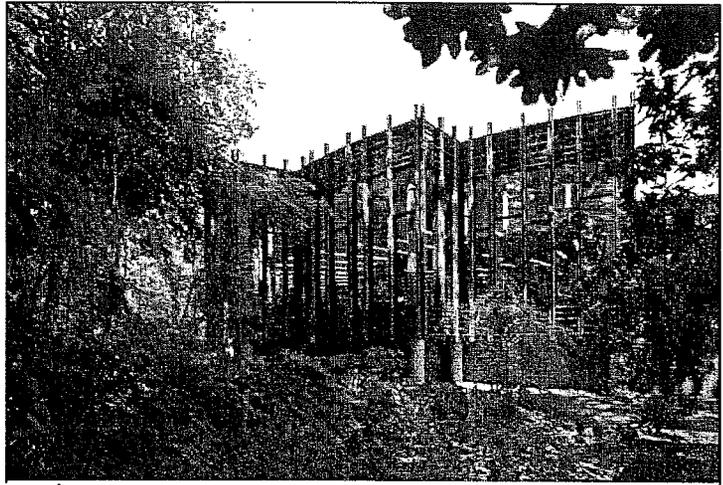
Changing demographics indicate a growing diversity among residents and among communities within Fairfax County. Expanding technologies offer new opportunities and users demand improved access to information resources and service delivery. Increasing costs combined with shrinking resources mean that the Library cannot distribute all resources equally to all locations. The Library must provide a network of facilities that offer library services responding to the needs of the community in which each library is located, and it must provide system-wide mechanisms to share resources among branches. New facilities must be designed to utilize new technologies for information delivery, and existing facilities redesigned and renovated to maximize the use of space and modern technologies.

The Library Board of Trustees, whose members are appointed by the Board of Supervisors, the School Board and the City of Fairfax Council, is responsible for library functions, policy and direction. The Library Board developed its library construction program after a study of long-range space needs. Planning is also based on "Recommended Minimum Standards for Virginia Public Libraries," published by the Library of Virginia, which sets basic requirements for receiving supplemental State Aid. Board approval of construction projects is based on many factors, including the age and condition of buildings, projected population growth in the service area, usage patterns, insufficiencies at existing facilities and demand for library services in unserved areas of the County. Library projects have been primarily financed with General Obligation Bonds.

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Funded by a voter-approved bond referendum in 2004, four of the oldest libraries have undergone expansion/renovation: Thomas Jefferson Library in the Mason District, Richard Byrd Library in the Lee District, Martha Washington Library in the Mount Vernon District and Dolley Madison Library in the Dranesville District. These facilities now meet the technological requirements of 21st century library service and better serve the needs of the community.

Savings from the projects funded by the fall 2004 Library Bond Referendum resulting from the extremely favorable bid climate for construction projects will support the design and construction costs associated with the major renovation at Woodrow Wilson Community Library. Woodrow Wilson Community Library was built in 1965 and does not meet the electronic and technological needs of the community due to the limited capacity of available power and other utilities. This library serves as a multi-cultural community center, with special collections in Spanish and Vietnamese; and numerous community groups use the library's three meeting rooms to offer programs to the public. A



Dolley Madison Library – Fairfax County Exceptional Design Winner

renovated facility will provide for more efficient layout and effective use of the available space, upgrade the building systems for operations and energy efficiency, and provide updated power and technology capacity for more public access computers and wireless networking.

Funding in the amount of \$25 million was approved by the voters on November 6, 2012 to renovate Pohick Regional Library, John Marshall Community Library, Tysons Pimmit Regional Library and Reston Regional Library.

CURRENT PROJECT DESCRIPTIONS

1. **Woodrow Wilson Community Library** (Mason District): \$7,256,317 for the major renovation and expansion of the Woodrow Wilson Library. The current library building was built in 1965 and renovated in 1976 with additional accessibility improvements made to meet the Americans with Disabilities Act requirements. The existing facility does not meet the electronic and technological needs of the community due to the limited capacity of the available power and other utilities. A renovated library will provide for a more efficient layout and functional use of available space; upgrade the building systems for operations and energy efficiency; and update power and technology capacity. The design phase of the project began in 2011.
2. **Pohick Regional Library** (Springfield District): \$5,000,000 for the renovation of the Pohick Library. This library is approximately 25,000 square feet and was built in 1986. The existing facility is in need of renovations to meet the needs of the community and prolong the life of building and building subsystems. Renovations will provide for a more efficient layout and use of the available space, upgrades to the building systems for operations and energy efficiency, and updates to the power and technology capacity for more public access computers and wireless networking to meet the technological demands of patrons. Funding for this renovation was approved as part of the fall 2012 Library Bond Referendum.
3. **John Marshall Community Library** (Lee District): \$5,000,000 for the renovation of the John Marshall Library. This library is approximately 16,500 square feet and was built in 1974. The existing facility is in need of renovations to meet the needs of the community and prolong the life of building and building subsystems. Renovations will provide for a more efficient layout and use of the available space, upgrades to the building systems for operations and energy efficiency, and updates to the power and technology capacity for more public access computers and wireless networking to meet the technological demands of patrons. Funding for this renovation was approved as part of the fall 2012 Library Bond Referendum.

4. **Tysons Pimmit Regional Library** (Dranesville District): \$5,000,000 for the renovation of the Tysons Pimmit Library. This library is approximately 25,000 square feet and was built in 1986. The existing facility is in need of renovations to meet the needs of the community and prolong the life of building and building subsystems. Renovations will provide for a more efficient layout and use of the available space, upgrades to the building systems for operations and energy efficiency, and updates to the power and technology capacity for more public access computers and wireless networking to meet the technological demands of patrons. Funding for this renovation was approved as part of the fall 2012 Library Bond Referendum.
5. **Reston Regional Library** (Hunter Mill District): \$10,000,000 for the Reston Library. The current library site has been identified as part of Reston Towne Center North, which is currently being studied for possible redevelopment to create a more urban, mixed-use and with a strong government function. The Reston Library may be relocated as part of the overall development. Funding will be used for the library site studies, programming, design and construction to replace the existing 30,000 square-foot facility. The existing facility was constructed in 1985. Funding for this library was approved as part of the fall 2012 Library Bond Referendum.
6. **Library Feasibility Studies** (Countywide): \$400,000 to conduct feasibility studies to determine the scope for renovations of Pohick and Tysons Pimmit Regional Libraries, and John Marshall Community Library. Reston Regional Library will be studied to develop a program for possible relocation of the facility. Funding for the feasibility studies was approved in the 2004 Library Bond Referendum.

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**PROJECT COST SUMMARIES
LIBRARIES
(\$000's)**

Project Title/ Project Number	Source of Funds	Budgeted or Expended Through FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Total FY2014-FY2018	Total FY2019-FY2023	Total Project Estimate
1 Woodrow Wilson Community Library / LB-000007	B	860	<i>-4,416</i>	<i>1,313</i>	<i>454</i>	<i>213</i>		6,396		7,256
2 Pohick Regional Library / LB-000009	B	300	<i>700</i>	<i>2,500</i>	<i>1,400</i>	<i>100</i>		4,700		5,000
3 Tysons Pimmit Regional Library / LB-000011	B	0	<i>300</i>	<i>700</i>	<i>2,500</i>	<i>1,400</i>	<i>100</i>	5,000		5,000
4 John Marshall Community Library / LB-000008	B	0	<i>50</i>	<i>650</i>	<i>1,500</i>	<i>2,500</i>	<i>300</i>	5,000		5,000
5 Reston Regional Library / LB-000010	B	0	<i>50</i>	<i>1250</i>	<i>3,200</i>	<i>5,000</i>	<i>500</i>	10,000		10,000
6 Library Feasibility Studies / 5G25-011-000	B	231	<i>169</i>					169		400
TOTAL		\$1,391	\$5,685	\$6,413	\$9,054	\$9,213	\$900	\$31,265	\$0	\$32,656

Notes: Numbers in ***bold italics*** represent funded amounts. A "C" in the 'Budgeted or Expended' column denotes a continuing project.

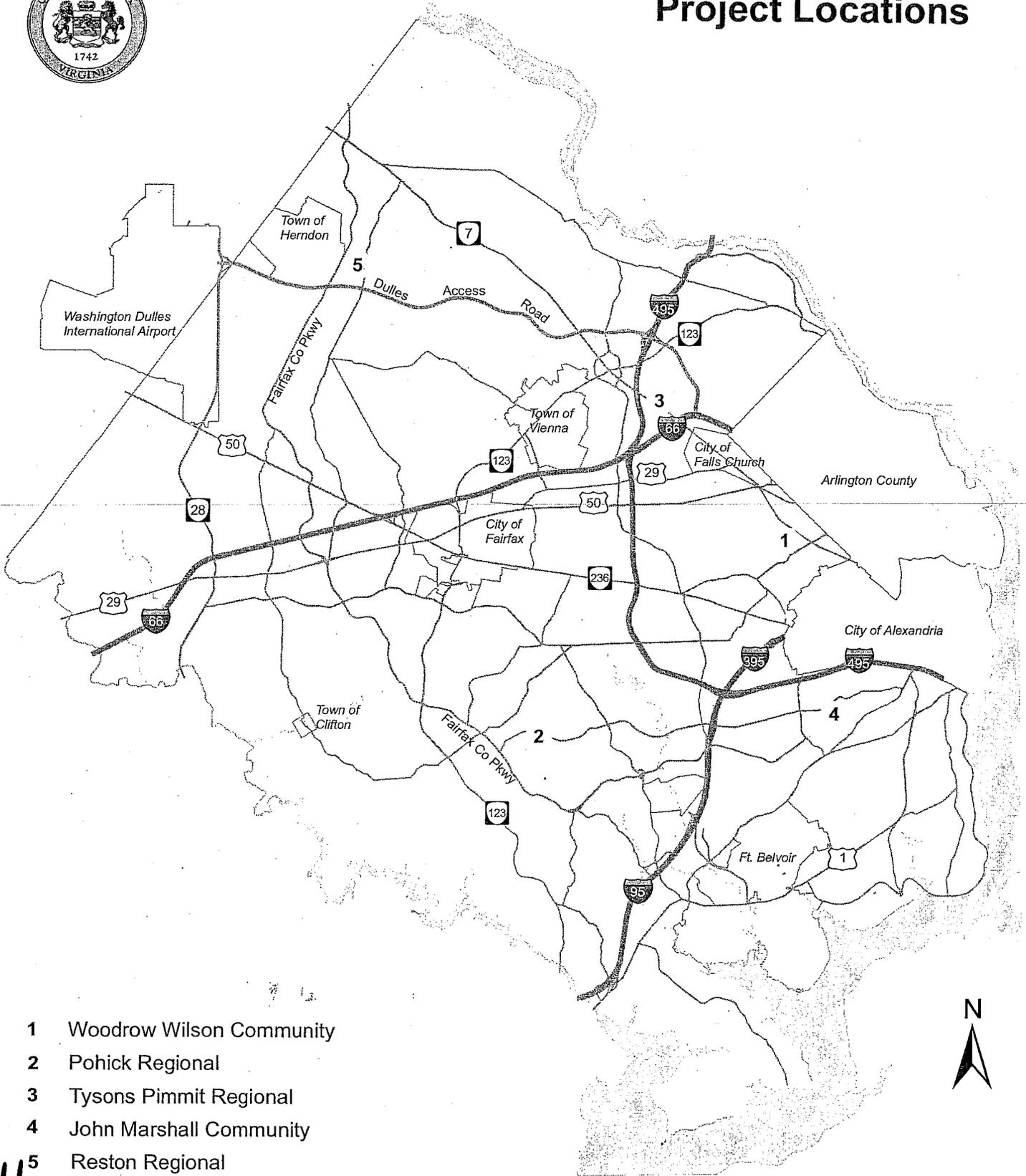
Key: Stage of Development	
	Feasibility Study or Design
	Land Acquisition
	Construction

Key: Source of Funds	
B	Bonds
G	General Fund
S	State
F	Federal
X	Other
U	Undetermined

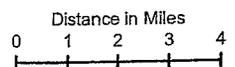
63



Library Project Locations



- 1 Woodrow Wilson Community
- 2 Pohick Regional
- 3 Tysons Pimmit Regional
- 4 John Marshall Community
- 5 Reston Regional



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Note: Map numbers correspond to project descriptions in the text and cost summary tables. Only CIP projects with selected, fixed sites are shown on the map.



County of Fairfax, Virginia

Attachment 11

MEMORANDUM

DATE: July 31, 2013

TO: Tracy Strunk
Deputy Director, Tysons Coordinator
Fairfax County Office of Community Revitalization

FROM: Toni Ogurcak
Section Manager, Building Design Branch

SUBJECT: Comments Regarding the FX Fowle SAIC – Library Study, dated July 10, 2013

The following are comments regarding the Library Study provided by County staff:

1. Concern about the quantity and location of the vertical circulation; would like to investigate different locations/orientation.
2. Clarify path of exit discharge. The lower level plan only indicates the stairs going up; although we were told they exit to grade at Route 7. If the exit path is down, why is there an exit from the stairs onto Solutions Plaza?
3. Identify access route for library customers from the garage to the library. The stair adjacent to the vestibule in the proposed plan, could have access into the vestibule in lieu of directly into the library. An alternate vestibule, elevator and stair layout could be investigated to provide monitored access from the garage.
4. Identify the design intent for the promenade/plaza. If this is being designed as a podium, per code, the fire rated exit stairs could be deleted on the library's upper level providing additional usable area and flexibility. The exit discharge can be onto the plaza if it is designed as a podium.
5. Identify where the roll-up generator hook-up will be provided and if the area is a secure location.
6. There is concern regarding the number of access points which are perceived as potential security breaches. Clarify which doors are alarmed egress only and secured from ingress.
7. Identify dumpster/recycling areas.
8. Several program adjacencies were not met in the proposed layout; however, these can be reviewed and revised when design/construction is more eminent.
9. A few program functions were not identified on the plan or in square footage, which would accommodate their requirements. These functions are Copy/Printing Center for customers, Pharos Center, self check-outs and newspaper/magazines. Toilet rooms would be larger to accommodate the requirement for no entry door.
10. After hour access required additional investigation to ensure the essential functions could be easily isolated from other library functions.



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Tracy Strunk
FX Fowle SAIC – Library Study
Page 2 of 2

11. By considering the proposed plan as a blocking diagram, the designated library space (Gross Area 19,300 SF on the plaza and lower level) appears to be adequate to accommodate the program for a community library. The County will have opportunities to investigate additional layout concepts.
12. Clarify the proposed mechanical system. There was some discussion regarding the library tapping into the base building's chiller (and boiler?). Not sure how this would work since the library is to be designed as a cooling center and will require emergency power for the HVAC system. Clarify if the library HVAC will be totally independent or linked to the base building.

TO/aem/J:\CAP\Projects\Building Design\Tysons Library\Comments regarding 7-10-13 FXFowle Floor Plans.doc

cc: Edwin S. Clay III, Director, Fairfax County Public Library
Teresa Lepe, Chief, Building Design Branch, BDCD

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Schedule for Temporary Library Move and Existing Library Construction

Updated 8/5/2013

Milestone	Woodrow Wilson Library
Temporary Library Lease Commences	7/1/13
Start Temporary Library Renovation	8/12/13
Complete Temporary Space Renovation	9/23/13
Close Library to Public / Saturday Begin Move into Temporary Space	8/31/13
Move network equipment out (DIT) -2 wks after close on a Monday	9/30/13
Move PCs, printers and peripherals out (DIT) - 2 days after network move	10/2/13
Set up network and equipment in Temp Space (DIT)	9/30-10/2/2013
Turn staff PCs and equipment on in Temp Space (DIT)	10/2/13
Set up public PCs and wireless in Temp Space (DIT)	10/7-10/11/13
Turn Over Existing Library to Contractor	10/15/13
Open Temporary Library to Public	Late October
Bid Opening	8/29/13
Contract Award	9/26/13
Notice to Proceed / Start Demolition	10/10/13
Library Completion and Move-In	Dec. 2014- Jan 2015

Temporary Library
Existing Library

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Gates, Karen

From: Clay III, Edwin S.
Sent: Tuesday, July 30, 2013 3:18 PM
To: Mulrenan, Mary
Cc: Gates, Karen
Subject: RE: Annual Request of Customer information

Noted.

Karen-please put this Memo in the Sept.. agenda file.

Sam

From: Mulrenan, Mary
Sent: Tuesday, July 30, 2013 3:16 PM
To: Clay III, Edwin S.
Cc: Prasher, Janet H.; Harvey, Robert
Subject: Annual Request of Customer information

Sam,

FCPS has asked for library customer names and email addresses for their annual survey. Robert Harvey is pulling the CD together; of course, customers have now had an opportunity to opt-out, so only those who have not opted out will be included on the CD.

Just, FYI.

Mary

Mary Mulrenan
Marketing Director
Fairfax County Public Library
12000 Government Center Parkway, Suite 324
Fairfax, VA 22035
703-324-8319, TTY 711
Mary.Mulrenan@fairfaxcounty.gov

From: Polson, Jerilyn
Sent: Monday, July 29, 2013 12:00 PM
To: Strotman, Katie; LIB-BRANCH MANAGERS
Subject: RE: FCPS/FCPL space survey

OK
OHS Orchestra Boosters
FCPS Retired Teachers Book Club
OHS Debate Club
FCPS Volunteer Health Clinic Aide Training
Odyssey of the Mind – various groups preparing students for competition
Occasional department retreats and training sessions

From: Strotman, Katie
Sent: Friday, July 26, 2013 3:29 PM
To: LIB-BRANCH MANAGERS
Subject: FCPS/FCPL space survey

County agencies have been asked to provide information about how their agency “shares space” on a regular basis with FCPS. Using Evanced from July 1, 2012 – June 30, 2013 I have found the following:

JM
Early Literacy and Leadership
Rose Hill Elementary School ESOL preschool program

LO
PreKindergarten Literacy

MW
BabyArts Play

RR
BabyArts Play

SH
PreKindergarten Literacy

TJ
BabyArts Play

WW
Bailey's Elementary Head Start
Arabic Literacy

GIVE Tutoring and the School Readiness Team meetings will be noted.

If I am missing a program/meeting that runs multiple sessions or is repeated frequently, please email me the information by Tues., July 30. Thanks,

Katie
Katie Strotman, Customer Services Director
Fairfax County Public Library
12000 Government Center Pkwy. #324
Fairfax, VA 22035
703-324-8333 - office, 703-220-1846 - cell

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Department Number:
 Department Name:
 Contact:
 FY2013

Facilities Sharing and Cooperation Reporting Form

Name of Facility (What)	Address of Shared Space/Facilities (Where)	Daily, Weekly, Monthly (When)	Rental Cost/ Payments	Challenges with Joint Use (Obstacles Overcame)
Column1	Column2	Column3	Column4	Column5
Cooperation List				
Early Literacy and Leadership Development	John Marshall Library 6209 Rose Hill Dr., Alexandria	Weekly	No Cost	Coordination of schedules, less FCPL programming offered on those mornings
Bailey's Elementary School Head Start	Woodrow Wilson Library 6101 Knollwood Dr., Falls Church	2/month	No Cost	Coordination of schedules, less FCPL programming offered on those mornings
Neighborhood School Readiness	George Mason Regional Library 7001 Little River Turnpike, Annandale	Periodically	No Cost	No challenges
Neighborhood School Readiness	Reston Regional Library 11925 Bowman Towne Dr. Reston	periodically	No Cost	No challenges
Neighborhood School Readiness	Tysons-Pimmit Regional Library 7584 Leesburg Pike, Vienna	periodically	No Cost	No challenges
Neighborhood School Readiness Team Meetings	Burke Centre Library 5935 Freds Oak Rd., Burke	periodically	No Cost	No challenges
Neighborhood School Readiness Team Meetings	Sherwood Regional Library 2501 Sherwood Hall La., Alexandria	Periodically	No Cost	No challenges
Neighborhood School Readiness Team Meetings	Martha Washington Library 6614 Fort Hunt Rd., Alexandria	Periodically	No Cost	No challenges
Neighborhood School Readiness Team Meetings	Centreville Regional Library 14200 St. Germain Dr., Centreville	Periodically	No Cost	No challenges
Neighborhood School Readiness Team Meetings	Oakton Library 10304 Lynnhaven Pl., Oakton	Periodically	No Cost	No challenges
Neighborhood School Readiness Team Meetings	Richard Byrd Library 7250 Commerce St., Springfield	Periodically	No Cost	No challenges
Neighborhood School Readiness Team Meetings	Thomas Jefferson Library 7415 Arlington Blvd., Falls Church	Periodically	No Cost	No challenges
Head Start Waitlist Program - BabyArtsPlay	Martha Washington Library 6614 Fort Hunt Rd., Alexandria	Weekly for 3 months	No Cost	Minor issues with contacting Waitlist families
Head Start Waitlist Program - BabyArtsPlay	Thomas Jefferson Library 7415 Arlington Blvd., Falls Church	Weekly for 3 months	No Cost	Minor issues with contacting Waitlist families
Head Start Waitlist Program - BabyArtsPlay	Reston Regional Library 11925 Bowman Towne Dr. Reston	Weekly for 3 months	No Cost	Minor issues with contacting Waitlist families
GIVE Tutoring*	Richard Byrd Library 7250 Commerce St., Springfield	Weekly	No Cost	Coordination of schedules, less FCPL programming offered
GIVE Tutoring*	Herndon Fortnightly Library 768 Center Street, Herndon	Weekly	No Cost	Coordination of schedules, less FCPL programming offered
GIVE Tutoring*	Centreville Regional Library 14200 St. Germain Dr., Centreville	Weekly	No Cost	Coordination of schedules, less FCPL programming offered
GIVE Tutoring*	Thomas Jefferson Library 7415 Arlington Blvd., Falls Church	Weekly	No Cost	Coordination of schedules, less FCPL programming offered
GIVE Tutoring*	Woodrow Wilson Library 6101 Knollwood Dr., Falls Church	Weekly	No Cost	Coordination of schedules, less FCPL programming offered
PreKindergarten Literacy Program	Lorton Library 9520 Richmond Highway, Lorton	Weekly for 2 months	No Cost	No challenges
PreKindergarten Literacy Program	Sherwood Regional Library 2501 Sherwood Hall La., Alexandria	Weekly for 2 months	No Cost	No challenges
Rose Hill Elementary School ESOL preschool program for Spanish speakers	John Marshall Library 6209 Rose Hill Dr., Alexandria	Weekly	No Cost	Coordination of schedules, less FCPL programming offered
Arabic Literacy Program	Woodrow Wilson Library 6101 Knollwood Dr., Falls Church	Weekly	No Cost	Coordination of schedules, less FCPL programming offered
FCPS Instructional Services	Herndon Fortnightly Library 768 Center Street, Herndon	Monthly	No Cost	No challenges
FCPS Parent ESL meetings	Richard Byrd Library 7250 Commerce Street, Springfield	3 x/Month	No Cost	No challenges
FCPS tutoring	Woodrow Wilson Library 6101 Knollwood Drive, Falls Church	Periodically	No Cost	No challenges
Coates Elementary Schools	Herndon Fortnightly Library 768 Center Street, Herndon	Weekly during	No Cost	No challenges
Oakton High School Orchestra	Oakton Library 10304 Lynnhaven Place, Oakton	Monthly	No Cost	No challenges
Poe Middle School	George Mason Regional Library 7001 Little River Turnpike, Annandale	Weekly during	No Cost	No challenges
Bull Run Elementary School	Centreville Regional Library 14200 St. Germain Drive, Centreville	Weekly during	No Cost	No challenges
FCPS Head Start Application	Sherwood Regional Library 2501 Sherwood Hall Lane, Alexandria	Weekly in May	No Cost	No challenges
Crestwood Elementary School	Richard Byrd Library 7250 Commerce Street, Springfield	2 x/month in	No Cost	No challenges
Belle View Elementary School	Martha Washington Library 6614 Fort Hunt Road, Alexandria	monthly throughout	No Cost	No challenges
Kings Park Elementary School	Kings Park Library 9000 Burke Lake Road, Burke	quarterly during the	No Cost	No challenges
Note: homebound student				
*Informal FCPS partnership				

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Attachment 15

Facilities Update – July – August 9, 2013

AD

- Margaret arrived and settled into Office 327.3. A public data jack was installed in her office.
- Ashley Adams joined the team. She is in Cubicle 324.3.
- Lynette Terpak joined the team. She is in Cubicle 329.9.
- Jan moved from Office 332.2 to Cubicle 320.2B
- DIY was moved from room 324.1 to TE. The space made vacant by this move has been turned into the Comprise tech lab complete with new infrastructure – 16 outlets, 14 data jacks, 1 Wi-Fi access point.
- Space planning submitted plans for the reconfiguration of the space recently vacated by Grants and Research in suite 329 for Bob Cappello, Robert Harvey, and Lynette Terpak. The reconfiguration work will begin when the required systems furniture pieces, which have been ordered, arrive in about 6 weeks.

BC

- Roof work to repair areas that have deteriorated and leak began July 24. The work is scheduled to take about 2 weeks. An informational flyer was created for distribution in the branch and a message was posted on the branch webpage.
- A doorbell to be used at the drive up window was received and installed August 5. (See picture below.)
- The main entrance doors are not functioning properly. A work order request has been submitted.

CH

- FMD landscape services engaged a vendor to remove dead trees, cut back tree limbs and removed debris that was presenting a safety hazard along the property line.

DM

- Issues with the main entrance doors not working correctly have been intermittent. FMD has responded to each work order request submitted.

HE

- ADA improvements to the downstairs Men's public restroom, which started in early June were completed the first week of July.

KN

- The branch recently experienced two separate water leaks. 8/5 from a water heater in the Huntington Learning Center, a business above the branch. A plumber was sent out by Dwoskin to stop the leak and clean up. No library material or furnishings were damaged. Ceiling tiles need to be replaced. 8/7 water began leaking from under the staff restroom toilet. FMD plumbers had to turn the water off to the branch to make repairs. The water was turned back on 8/8. Repairs to the dry wall will be performed the week of 8/12.

KP

- Delivery and installation of the curved Wi-Fi tables is scheduled for Monday, 8/12.

OK

- The parking lot was re-stripped and curbs repainted on July 24.

PH

- Roof repair work, which began in early June, continues.
-

PO

- Roof repair work was completed in July.

RR

- The Friends Donation room work was completed. The back hallway shelving has been installed in the room.
- Andrew and James are looking at several carpet tile samples for one to use in the Teen area.

SH

- The new main reading room computer tables are installed and in use. (See pictures below.)
- Window tint is scheduled to be applied 8/12 to all of the second floor windows that were replaced last fall.

TJ

- The staff kitchen refrigerator stopped working correctly 8/5. It was repaired on 8/8.

WW

- A "Coming Soon" banner was installed on the building that will house the branch during renovation

Burke Centre Doorbell



Sherwood Computer Tables



WW Banner



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Response to FOIA Request

August 28, 2013

Dear Mr. Ball:

This is in response to your August 21, 2013 email and your August 27, 2013 email, and telephone conversation with my assistant. These three communications included both requests for information and requests for various FCPL documents. The Virginia Freedom of Information Act ("VFOIA"), Va. Code Ann. §§ 2.2-3700 – 3714 requires a response to requests for documents be made within five working days and this response is being made within five working days and one working day from the time we received your document requests.

Regarding the first document request in your August 21 email: "Can you provide an approximate chart for the past five years or so as to the number of paid positions vs. the number of paid non-branch positions? A similar question applies for branch volunteers." The requested documents do not exist, therefore FCPL is unable to supply. You also asked FCPL to create documents as follows: "Over the past few years can you chart the number of branch volunteers by year (excluding Friends). For this question please group all branches together and also group all Admin and TechOps positions not permanently located at branches." VFOIA does not require public bodies to create documents and we do not have such charts already in existence.

The second question in your August 21 email asked for information about whether, and how, the Board has voted on other administrative plans or proposals. To the best of my knowledge the Board has not been called upon to vote on other administrative plans or proposals except for annual budget requests.

The third question in your August 21 email asked for information about whether the Board tasked outside firms or groups or convened internal committees tasked with investigatory issues or studies concerning Administrative proposals over the past few years. To the best of my knowledge there have been no such studies commissioned by the Library Board.

The fourth question in your August 21 email asked for information about whether there a web site or document repository where the public can look at the details behind these questions and other data of interest. Two primary sources are available to the public – FCPL's webpage and the county's annual budget document.

Your August 27th email requested a copy of the "...library board minutes" and in a subsequent telephone conversation you requested copies of five years of minutes. My assistant informs me that you wish to come to Library Administration to review these documents. You are most welcome to do so at your convenience during our normal working hours, Monday through Friday from 8:00 a.m. to 4:00 p.m. All County administrative offices will be closed on Monday, September 2, for Labor Day. If you wish to make any copies, the charge will be \$.10 per page.

Please contact my assistant, Karen Gates at 703-324-8324 or Karen.gates@fairfaxcounty.gov , to schedule your visits.

Branch Managers' Suggestions

As directed by Susan Thornily at the July 10 meeting, branch managers have met and identified suggestions for revising the proposal currently before the Library Board, as well as additional strategies for cutting costs or raising revenue to meet FCPL's financial obligations to Fairfax County.

The suggestions are offered in the spirit of collaboration and are intended to enhance FCPL's standing in the community while continuing the necessary budgetary decreases. We offer our experience as members of the FCPL management team to work together to develop equitable solutions to a very complex situation.

Branch managers are in a unique position to represent the viewpoints of the community, branch staff, and library administration. The following modifications to the current proposal will enable us to encourage staff buy-in to the transition, which will be critical to its success and the future services of the Library.

1. ***Develop a multi-year plan to implement a single customer service desk at all branches and begin implementation.*** No amendments recommended. Branch managers suggest that funding be allocated to ensure successful modification of the single desks.
2. ***Develop position descriptions and competencies for new job class series and update current position descriptions; cross-train staff.*** Branch managers recommend postponing the proposed reclassification and using the current information positions to fill vacancies, as needed.

The reclassification may be revisited after the beta branches establish future staffing levels required for single service desks, but branch managers strongly oppose changing staff duties and pay grades before the beta results have been collected and evaluated. Radically changing the staffing model (single service desks) as well as individual job duties and pay grades (CSS positions) simultaneously creates too many variables to effectively evaluate either change.

Branch managers request methodical, systemwide training modules to provide staff with skills necessary for single service desks. The current training provided as time permits on a branch-by-branch basis is inefficient and inconsistent. Branch staff could work with the training office to create and conduct the necessary modules.

3. ***Creation of LIBRARY CUSTOMER SERVICES SPECIALIST II position, to plan and present all programs for school age children, teens or adults inside and outside the library.*** Branch managers recommend maintaining the current position descriptions, as indicated in #2 above, and encouraging program swaps within clusters to maximize efficiency. This strategy would increase the number of attendees reached relative to the time required to plan the program, would enable staff to market their specialized skills (early literacy, teen services, electronic resources, etc.), and would help maintain programming levels during staff shortages. Position descriptions and programming levels may be revisited after the beta results are evaluated.
4. ***FCPL will staff based upon need, not for potential emergencies.*** Branch managers request additional information about the floating/pool staff. We are concerned about branch coverage, especially PIC coverage, and safety issues. Between illness, training, programs, meetings, and other emergencies, branches are rarely full staffed even when all positions are filled. Our combined experience tells us that reducing staffing to the proposed levels will make basic operations a constant struggle.

5. *Increasing self-service options and efficiencies (Comprise, floating the collection, etc.).* No amendments recommended, but branch managers respectfully point out that staff continue to help people with Express Checkout and Pharos, which have both been in place for years. Self-service reduces, but does not eliminate, staff interactions and staff still must remain available for troubleshooting and instruction.

Suggested budget reductions or revenue enhancements:

1. Request some of the \$27 million in carryover funds.
 2. Close one regional branch or two small community branches.
 3. Reduce Library Administration positions by decentralizing duties and transferring additional authority and responsibility to branches. Specific suggestions have been identified and are available upon request.
 4. Using Comprise software, charge customers for meeting room use, especially after hours room use.
 5. Charge profit-based childcare providers for outreach programs.
 6. Using Comprise software, charge for all in-branch library programs.
-
7. Offer businesses naming rights to facilities.

Additional feedback:

1. Branch managers request help cross-training staff. Checklists of necessary skills are helpful but not sufficient. The scope of training needed to prepare staff for single service desks requires organized, methodical training, not the piecemeal training currently happening at each branch.
2. FCPL must increase marketing so that citizens and County decision makers know what services, expertise, and resources are available at FCPL.
3. Branch managers request clarification of Administration's vision for FCPL: Where are we going? What does success look like?
4. Branch managers recommend restoring the collection duties (weeding, discarding, adding materials) that have recently been centralized at TE. Excellent customer service demands staff familiarity with the collection.
5. Branch managers request clearer guidance; we are receiving mixed messages.
6. Branch managers request input into the decision making process. We are the best tool to help get staff on board and can do so more effectively if we are involved in the process. The tools currently being used to disseminate information and address staff concerns are difficult to use and add to staff's frustration rather than alleviating it.

Gates, Karen

From: Clay III, Edwin S.
Sent: Thursday, August 01, 2013 2:52 PM
To: Gates, Karen
Subject: FW: Publicizing Library Events in September

Sept. agenda

Edwin S. Clay III
Director, Fairfax County Public Library
Edwin.clay@fairfaxcounty.gov
703-324-8308-phone
703-963-6310-cell
703-222-3193-fax

From: Mulrenan, Mary
Sent: Thursday, August 01, 2013 11:19 AM
To: LIB-BRANCH MANAGERS; LIB-BRANCH MANAGERS ASST
Cc: LIB-PIO
Subject: Publicizing Library Events in September

Hi all,

I just wanted to follow up about the materials we discussed at the last branch managers' meeting. Although we will no longer publish a full calendar of system events, we'll do our best to publicize library events through online tools and print materials.

Online Tools

We launched *Family Fun @ The Library* in July which targets events for families and school-age children. The e-newsletter will be published once a week and also distributed via social media and the county's Newswire. Customers can subscribe from the [county](#) and [library](#) web pages. We will continue to use other online tools to publicize events. A campaign to promote library events and increase awareness of newsletters, the online calendar, Facebook and more will be implemented in the fall.

Individual Branch Calendars & Training

I am asking branches to print a monthly handout/calendar of your own events in addition to any other publicity such as flyers or handouts. If you need assistance, please make sure someone from your branch signs up for one of two training sessions offered in the fall: **"Marketing Your Branch using Flickr, Publisher and Evanced"** 9:30-noon. **September 12 or 26 in the Tech Ops Computer Center.** Staff can self-register through the [ELC](#):

- Use the keyword **flickr** to search for the workshop
- Click the **blue triangle** and the **Register** button
- When working through the registration windows, scroll all the way to the right to finish the last screen – **"Confirm"**

We eventually will ask each branch to save their calendar to a location TBD on FairfaxNet so other branches can access them if customers ask, or if you want to make other branch calendars available for your customers.

Calendar Assistance in August

If you need Marketing and Communications staff to create a September calendar of events from Evanced let me know. Bobbie Conners will be creating reports in Evanced to make it as easy as possible for each branch to populate a monthly calendar. Details will be available on FairfaxNet and in the training.

Monthly Handouts for Adults.

We will also be creating a black and white print handout each month that will highlight a sampling of adult programs.

Informing the Public

Marketing is working on a print flyer and handout that informs customers of the many ways they can find out about events. We will also use all our online tools to get the word out.

Seeking Input

Two other handouts were displayed at the last branch managers' meeting:

Events and More – We received some suggestions from staff on how this might be more useful, so we are going back to the drawing board. When we have something we'll post it to FairfaxNet for review. We may combine this publication with the previous Welcome Letter. Your input is welcome. Since we have heard from branch staff that smaller formats are easier to display, it will be reformatted.

TechHelp – We are also planning to reformat this publication. We'd like for you and others to review the content and let us know what changes you'd like to see. The intention of this publication is to publicize all the tech help that is available to residents of Fairfax County. The current publication lists which branches offer services, but some feedback suggested that we should remove this. We would like to hear your thoughts; you can review and comment on the Tech Help Handout Review page on FairfaxNet (under Shared Documents): http://fairfaxnet.fairfaxcounty.gov/agencies/library/tech_help_handout/default.aspx (Thank you for all of the feedback I have received already about this. Revisions to come.)

Thank you,

Mary

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From: Clay III, Edwin S.
Sent: Wednesday, July 31, 2013 8:57 AM
To: Gates, Karen
Subject: FW: Kojo Nnamdi Show

Edwin S. Clay III
Director, Fairfax County Public Library
Edwin.clay@fairfaxcounty.gov
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From: Mulrenan, Mary
Sent: Tuesday, July 30, 2013 1:43 PM
To: Clay III, Edwin S.
Subject: Kojo Nnamdi Show

I'll check to see if they can provide a transcript of the show, but I have a feeling we sought one before and the answer was no. But it's worth double-check. They have already posted the podcast of the show, however. And at least one person mentioned libraries in the comments as well.

<http://thekojonnamdishow.org/audio-player?nid=23751>

Mary

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Team Fairfax Insider

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EAC Rep Discusses Library Changes Around the Corner

As the EAC Group 8 representative, I represent the staff of the Fairfax County Public Library (FCPL) and Fairfax County Health Department. I am the circulation manager at the Woodrow Wilson Community Library in Bailey's Crossroads. I joined FCPL in 2001 and shortly after was selected as a delegate to the Fairfax County Public Library Employee Association. Later I was elected to the executive committee of FCPLEA and this led to my name being suggested for the EAC in 2008.

Some big changes are in store for FCPL. The S-13 library aide through



David Newhall

S-19 library assistant IV job class and the S-19 information assistant I through S-28 librarian V class are being merged into the new S-17 to S-25 library customer service specialist class. All of the new positions will be full time, while many current library positions are 20 hours a week. The library will not begin creating any new positions for a year and then only from vacant positions through attrition. Current staff

who do not wish to move to the new class have been assured by library administration that they may stay in their current position until retirement. However, if we do not choose to move to the new class, we are very likely to find ourselves

moved from branch to branch as the transition takes place.

The library has been talking about moving to a single-service desk — combining the Information Desk (where you ask questions and place holds) with the Circulation Desk (where you check out your books, DVDs and audiobooks) — for a few years. At some libraries, 85 percent of the checkouts are self-service, our skyrocketing digital download circulation has surpassed all but a few of our busiest regional libraries. Covering multiple desks doubles or triples minimum staffing and bouncing customers between desks is not good public service. Ideally, the staff at this single-service desk should be able to provide initial contact through fulfillment for most customers with a handoff to a

manager for the most complex issues. One desk requires fewer staff, but each with a wider range of skills.

Some of the issues driving this change are the changing nature of library services, 40 percent of library staff eligible to retire and budget constraints. There are some clear staffing imbalances resulting from earlier reductions in staff. My own small library has five full-time managers managing six part-time staff and three 10-hour pages. Five full-time equivalent managers to manage less than four FTE staff are probably too many. For smaller branches the reorganization will have two managers, the equivalent of our current branch and assistant branch managers, and a workroom manager who will be in charge of all book handling functions — check in, holds, shelving, etc.

The Burke Centre Library has been tremendously successful piloting the one-desk format. It's now ready to test the reduced staffing assumptions of the new job class. Some staff will be transferred to other branches. Those remaining will perform the duties of the new positions and part-time staff will work eight-hour shifts to mimic the scheduling of an all full-time staff.

As the largest and busiest branch, the Reston Regional Library is a much more challenging location to test. Many more staff will be displaced. They will be combining three desks into one, and a yearly circulation of more than 800,000 will make a misjudgment in staffing assumptions very painful.

Despite the many assurances that current staff will not lose salary, knowing that your position will disappear is frightening. Library staff love and value what they do and many find the prospect of change dismaying. The compression of the pay scale, perhaps necessary in raising the entry level public service position to S-17 and full time, is disappointing to those who have spent years advancing through the ranks. The new job class has requirements that allow experience to replace education and make a master's of library science preferred, not mandatory, for the management positions. This has raised concerns about "de-professionalization." While many county staff are used to countywide availability, library staff are often very attached to their own branch. The library created a new position, transition manager, to help with this change. She has been taking a "Transition Roadshow" with senior administration staff to each branch to answer questions about the reorganization. Experience at what the library is calling the beta branches, Burke Centre and Reston Regional, will answer many more.

Incident Report July 2013

Attachment 21

Branch	Type of Incident	Number of Incidents
CE	Missing child *	1
CH	Mental illness *	1
	Police activity	1
FX	Trespassing *	2
GM	Weapons *	1
PO	Parking lot	1
SH	Disruptive behavior	1
	Mental illness *	1
	Theft of personal property	1
TY	Vandalism *	1
DM	Vandalism *	1
GF	Police activity	1
KN	Disruptive behavior	1
	Parking lot	2
LO	Vandalism *	1
MW	Parking lot *	1
OK	Camping	1
RB	Vandalism *	1
Total Incidents July 2013		20

* Police, Fire Department, or FMD notified

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