



# 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:** April 9, 2014

## AGENDA

### SPECIAL PRESENTATIONS:

**Star Volunteer Awards**

**Capital Project Development Process**

Presented by: Toni Ogurcak, Section Manager, Building Design Branch  
Joan Beacham, Project Manager, Building Design Branch  
Fairfax County Building Design & Construction Division  
(Attached: Fairfax County Library Design Manual)

### I. PUBLIC COMMENTS

1. Jennifer McCullough, President,  
Fairfax County Public Library Employees' Association

### II. MINUTES – March 2014

### III. CHAIRMAN'S REPORT

- A. Meeting with the Board of Supervisors reference FY 2015 Budget
- B. FY 2015 Budget Public Hearing – Thursday, April 10, 2014, 3:00pm
- C. Appointment of Nominating Committee

### IV. COMMITTEE REPORTS

- A. Library Foundation – Mary Petersen
- B. Budget Committee
- C. Ad Hoc Evaluation and Communications Committee – Karrie Delaney
- D. Ad Hoc Floating and Discards Committee – Liz Clements
- E. Personnel Committee – Peggy Koplitz (See Attachment 1)
- F. Planning Committee – Michael Cutrone

**V. DIRECTOR'S REPORT**

**A. Financial Issues**

1. FY 2014 Budget Status
2. FY 2015 Budget Status
3. Senate State Aid Amendment in Governor's Special Session Budget (Attachment 2)
4. Friends of the Library Annual Donation Summary (Attachment 3)
5. Comprise Lab Tours (Attachment 4)

**B. Capital Issues**

1. Woodrow Wilson Library Update
2. Pohick Regional, Tysons-Pimmit Regional and John Marshall Libraries Update
3. Reston Regional Library PPEA Proposal
4. Facilities Update (Attachment 5)

**C. Personnel Issues**

1. Status of Branch Vacancies – Merit (Attachment 6)
2. Use of Compensatory Time (Attachment 7)
3. Branch Manager Orientation Checklist (Attachment 8)
4. Internal Orders Report of Personnel Expenditures (Attachment 9)

D. Regional Library Agreement Development (Attachment 10)

E. FCPS Community Focus Group Invitation (Attachment 11)

F. 50+ Plan Meeting Notes (Attachment 12)

G. Manassas Park Proposal

**VI. CONSIDERATION ITEMS**

- A. Staff Day, October 2, 2014 (Attachment 13)

**VII. ACTION ITEMS**

- A. Re-establishment of Library Board Technology Committee (Attachment 14)

**VIII. INFORMATION ITEMS**

- A. County Public Library's Seventy-Fifth Anniversary (Attachment 15)
- B. Early Literacy Outreach Visits – March 2014 (Attachment 16)
- C. Marketing Update – 3.26.14 (Attachment 17)
- D. Parking Lot Sweeping – 2014 (Attachment 18)
- E. Incident Report - (Attachment 19)

**IX. ROUNDTABLE**

Fairfax County Public Library

Board of Trustees Personnel Committee Meeting

March 20, 2014, 7:00 pm  
Thomas Jefferson Library

**AGENDA**

- I. Review of the Committee Charge
- II. Vacancy Replacement Process: Review
- III. Merit and Non-Merit Employees: Review of Benefits
- IV. Work Plan Development
  - a. Goal – to identify personnel issues and make recommendations to the Board of Trustees and Library Director
  - b. Objective – to identify the most pressing needs

**SUPPORTING DOCUMENTS**

Vacancy:

- 1. 411 Article
- 2. Status of Branch Vacancies

Merit:

- 1. Employee Benefits Summary
- 2. Non-Merit Job Opportunities

From "Your 411 Weekly" Employee Newsletter – received by all employees on 2/7/14

## Filling Vacancies - The Process

Departments and branches across the system are feeling the crunch left by vacancies. The process of filling positions is well underway but is deliberate and time-consuming.

1. Library administration identifies position to be filled;
2. Position description is reviewed and updated as needed;
3. Job ad is developed in consultation with the branch for any special requirements;
4. Requisition is submitted to DHR employment;
5. Position is advertised (usually a 2-week period);
6. Resumes are received by LHR for initial review;
7. LHR submits a list of recommended applicants to DHR employment analyst;
8. Employment analyst reviews resumes, selects candidates and develops certification list;
9. Panel members are selected and a lead panelist is identified;
10. Panelists schedules are reviewed and interview dates are selected;
11. Panel members develop an interview question set in consultation with LHR;
12. LHR sends all required interview materials to lead panelist;
13. Applicants are called and interviews scheduled;
14. Interviews are conducted;
15. Lead panelist consults with LHR regarding interview results;
16. Panel members check references of top candidates;
17. Lead panelist consults with LHR to identify top candidate;
18. Job offer is made and accepted; start date is determined;
19. Unsuccessful candidates are notified;
20. Supervisor submits required hiring paperwork to LHR;
21. LHR enters the data in FOCUS

Questions regarding the process of filling vacancies were asked at the recent FCPLEA meeting. Additional information is available in the Jan. 17 edition of 411. Please direct additional questions regarding vacancies to Evelyn Winkels. Other questions and answers from the recent FCPLEA meeting are available on FairfaxNET. Have another question? Just ask. Responses will be incorporated into *Your 411 Weekly*.

2

Status of Branch Vacancies - Merit  
3/19/2014

Position	Job Class	Working Title	# Hours	Branch	Date Vacant	Status
5200823	Librarian IV	Branch Manager	40	RR	11/16/2013	Selection Made start date 3/24/14
52008309	Librarian IV	Branch Manager	40	GM	5/17/2014	
52008340	Librarian I	Youth Services Librarian	40	TJ	7/26/2013	Selection Made start date 3/22/14
52008488	Librarian I	Youth Services Librarian	40	KN	11/1/2013	Selection Made
52008185	Librarian I	Youth Services Librarian	40	DM	12/27/2013	Selection Made
52008208	Librarian I	Youth Services Librarian	40	PH	3/22/2014	Selection Made
52008304	Library Information Assistant	Youth Services Assistant	20	BC	12/1/2012	Interviews completed
52008189	Library Information Assistant	Youth Services Assistant	40	CH	4/6/2013	Interviews completed
52008196	Library Information Assistant	Youth Services Assistant	20	PH	7/28/2012	Interviews completed
52008394	Library Information Assistant	Youth Services Assistant	40	PO	3/22/2013	Interviews completed
52008173	Library Information Assistant	Youth Services Assistant	20	OK	2/19/2013	Interviews completed
52008588	Library Information Assistant	Youth Services Assistant	40	PO	3/8/2013	Interviews completed
52008559	Library Information Assistant	Youth Services Assistant	40	GM	12/13/2013	Interviews completed
52008212	Library Information Assistant	Youth Services Assistant	20	PH	12/7/2013	Interviews completed
52008137	Library Information Assistant	Youth Services Assistant	20	HE	3/18/2014	Interviews completed
52008295	Library Assistant III	Circulation Manager	40	MW	4/5/2013	Cert List
52008422	Library Assistant III	Circulation Manager	40	GF	5/31/2013	Cert List
52008436	Library Assistant IV	Circulation Manager	40	PO	3/9/2013	Cert List
52008153	Library Assistant IV	Circulation Manager	40	FX	1/10/2014	Cert List
52008572	Librarian II	Assistant Branch Manager	40	OK	8/17/2013	Advertised on 2/15

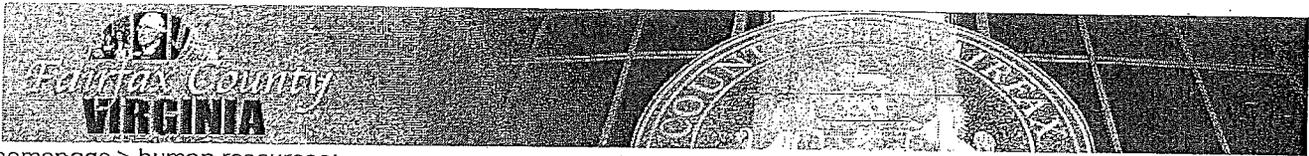
3

Position	Job Class	Working Title	#Hours	Branch	Date Vacant	Status
52008406	Librarian III	Assistant Branch Manager	40	TY	6/13/2013	Advertised on 2/15
52008467	Librarian III	Assistant Branch Manager	40	CH	6/29/2013	Advertised on 2/15
52008325	Librarian III	Assistant Branch Manager	40	RR	3/8/2014	Advertised on 2/15
52008307	Librarian III	Assistant Branch Manager	40	GM	4/4/2014	Advertised on 2/15
52008624	Librarian I	Information Services Librarian	20	PH	1/10/2013	Advertised on 2/15
52008219	Librarian I	Information Services Librarian	20	RR	6/28/2013	Advertised on 2/15
52008219	Librarian I	Information Services Librarian	20	RR	7/12/2013	Advertised on 2/15
52008312	Librarian I	Information Services Librarian	20	GM	8/9/2013	Advertised on 2/15
52008253	Librarian I	Information Services Librarian	20	SH	8/27/2013	Advertised on 2/15
52008405	Librarian I	Information Services Librarian	20	TY	10/6/2013	Advertised on 2/15
52008393	Librarian I	Information Services Librarian	20	GM	10/18/2013	Advertised on 2/15
52008308	Librarian I	Information Services Librarian	20	GM	11/22/2013	Advertised on 2/15
52008361	Library Information Assistant	Information Services Assistant	20	RB	6/14/2013	Advertised on 2/15
52008216	Librarian II	Sunday Manager	20	RR	3/23/2013	
52008345	Library Assistant I	Sunday Circulation Manager	20	GM	4/19/2013	
52008349	Library Assistant I	Sunday Circulation Manager	20	RR	7/27/2013	
52008597	Library Assistant I	Sunday Circulation Manager	20	CE	9/18/2013	
52008229	Librarian I	Youth Services Librarian	20	RR	3/22/2014	
53000179	Library Information Assistant	Information Assistant	20	RB	8/9/2013	
52008159	Library Information Assistant	VA Room Assistant	40	FX	7/20/2013	
53000108	Library Information Assistant	Information Assistant	20	KP	8/30/2013	
53000180	Library Information Assistant	Information Assistant	20	PH	3/22/2014	
52008175	Library Aide	Circ Aide	20	CE	2/9/2013	
52008522	Library Aide	Circ Aide	20	DM	12/29/2012	

4

Position	Job Class	Working Title	# Hours	Branch	Date Vacant	Status
52008377	Library Aide	Circ Aide	20	KP	2/22/2013	
52008538	Library Aide	Circ Aide	20	OK	1/29/2013	
52008378	Library Aide	Circ Aide	20	SH	4/4/2013	
52008612	Library Aide	Circ Aide	20	BC	6/26/2013	
52008178	Library Aide	Circ Aide	20	DM	7/26/2013	
52008434	Library Aide	Circ Aide	40	PO	7/30/2013	
52008256	Library Aide	Circ Aide	20	LO	11/15/2013	
52008377	Library Aide	Circ Aide	20	KP	1/10/2014	
52008618	Library Aide	Circ Aide	20	CH	9/8/2013	
52008289	Library Aide	Circ Aide	20	OK	11/30/2013	
52008169	Library Aide	Circ Aide	20	CE	2/22/2014	
52008213	Library Aide	Circ Aide	40	PH	6/14/2014	

5



[homepage](#) > [human resources](#):

## Employee Benefits Summary

Below is a summary of the benefits programs offered to merit system Fairfax County employees. For more detail, you may download the current [Employee Benefit Summary Handbook](#) in pdf format. The handbook shows current rates for all benefit programs including health, dental and life insurance. (The pdf format requires that the [Adobe Acrobat Reader](#) be installed on your computer.)

[Fairfax County Post-Retirement Benefits Study](#), conducted by AON-Hewitt Consulting - Released January 17, 2012

[Presentation by AON-Hewitt Consulting on the Fairfax County Post-Retirement Benefits Study](#)

- [Health Insurance](#)
- [Dental Insurance](#)
- [Vision Plan](#)
- [Annual Leave](#)
- [Sick Leave](#)
- [Paid Holidays](#)
- [Periodic Salary Reviews](#)
- [Group Term Life Insurance](#)
- [Contributory Retirement Plan](#)
- [Deferred Compensation](#)
- [Two Flexible Spending Programs](#)
- [Long-Term Disability Insurance](#)
- [Employees' Child Care Center](#)

### Health Insurance

(Premiums are tax exempt)

- Individual, two party, and family coverage available.
- County pays 85 percent of cost for individual coverage, and 75 percent of cost for two-party or family coverage for employees scheduled to work more than 30 hours per week. Beginning with the 2010 premiums, the County will pay half that amount for part-time merit employees hired or rehired after July 3, 2009 who are scheduled to work 30 hours or less per week.

**Open Access Plus Co-Pay Plan (OAP-Co-pay):** The OAP-Co-pay plan is managed by CIGNA. The plan features a national network of providers and a co-pay structure for office visits and other services. This plan allows members to see any licensed provider they choose but benefits are higher when they receive care from a provider in the OAP network. In addition, while members are encouraged to choose a primary care physician (PCP) to coordinate their care, no referrals are needed to access care from specialists.

**Open Access Plus 90% Coinsurance Plan (OAP-90%):** The OAP-90% plan is managed by CIGNA. The plan features a national network of providers and uses co-insurance and modest deductibles to help reduce the cost of the plan for participants. The annual out-of-pocket maximum protects you in the event of serious illness, injury or chronic conditions. This plan allows members to see any licensed provider they choose but benefits are higher when they receive care from a provider in the OAP network. In addition, while members are encouraged to choose a primary care physician (PCP) to coordinate their care, no referrals are needed to access care from specialists.

**Open Access Plus 80% Coinsurance Plan (OAP-80%):** The OAP-80% plan is managed by CIGNA. The plan features a national network of providers and uses co-insurance and deductibles to help reduce the cost of the plan for participants. This plan does not provide the full range of covered benefits provided by the other Cigna managed plans, but offers a lower payroll contribution option for employees. The annual out-of-pocket maximum protects you in the event of serious illness, injury or chronic conditions. This plan allows members to see any licensed provider they choose but benefits are higher when they receive care from a provider in the OAP network. In addition, while members are encouraged to choose a primary care physician (PCP) to coordinate their care, no referrals are needed to access care from specialists.

**Health Maintenance Organization (HMO):** The HMO plan is managed by Kaiser Permanente. In this plan, each member must select a Primary Care Physician at the Kaiser center where they will receive most of their care. Centers are located in communities throughout the area. Patient records are maintained at the Center and decisions about patient care are made by the physicians there.

Benefits Enrollment Form

**Dental Insurance**

**(Premiums are tax exempt)**

The county currently offers Delta Dental DPPO in addition to the limited dental coverage available with two of the health plans. Individual, two party and family coverage is offered. The county pays 50% of the premium for employees scheduled to work more than 30 hours per week. Beginning with the 2010 premiums, the County will pay half that amount for part-time merit employees hired or rehired after July 3, 2009 who are scheduled to work 30 hours or less per week.

Benefits Enrollment Form

**Vision Plan**

The Davis Vision plan is provided at no cost to employees covered by county health insurance. It offers low cost eye exams and discounts for eyeglasses and contact lenses with both in-network and out-of-network benefits. Discounts are also available for laser vision correction services.

**Annual Leave**

Employees with less than 3 years of service earn 13 days of annual leave per year; between 3 and 15 years of service, 19 ½ days per year, over 15 years of service, 26 days per year. Employees may accumulate 30 days of annual leave (40 days after 10 years of service).

**Sick Leave**

Employees earn 13 days per year with unlimited accumulation.

**Paid Holidays**

Employees receive 12.5 paid holidays per year.

**Periodic Salary Reviews**

This is to ensure competitive salary structure.

**Group Term Life Insurance**

All benefit eligible employees receive county-paid term life insurance coverage equal to their annual salary (rounded to the next higher thousand). Employees have the option of an additional one, two, three, or four times annual salary, rounded up to the next higher thousand, at age-banded rates. (Note: Only one and two times coverage applied for during the first 30 days of employment are guaranteed). Employees can choose between two dependent coverage options:

OPTION	MONTHLY PREMIUM	SPOUSE / CHILD COVERAGE AMOUNT
Low	\$2.64	\$10,000 / \$5,000
High	\$5.30	\$15,000 / \$7,500

Benefits Enrollment Form and Group Term Life Insurance Beneficiary Form

**Contributory Retirement Plan**

**(Contributions are tax deferred)**

Fairfax County administers three defined benefit retirement systems:

- The Fairfax County Employees' Retirement System
- The Fairfax County Police Officers Retirement System
- The Fairfax County Uniformed Retirement System

Each of these plans includes disability provisions and survivors benefits. The amount of employee contribution is determined by the provisions of the plan. For detailed information on the county's retirement plans, visit the Retirement System home page.

7

## Deferred Compensation

(Contributions and earnings may be pre-tax, post tax or a combination of both.)

For 2014, you may contribute up to \$17,500 per year. If you are age 50 or older, you may contribute an additional \$5,500 (total \$23,000) per year. Contributions must be earnings deducted from your paycheck. Newly eligible employees will receive an enrollment kit in the mail from T. Rowe Price.

## Two Flexible Spending Programs

### Medical Spending Account

A flexible spending account that is designed to help pay for out-of-pocket health and dental expenses. Employees can set aside up to \$2,500 *pre-tax* to pay for these expenses.

### Dependent Care Assistance Program

A flexible spending account which allows employees to set aside up to \$5,000 *pre-tax* for child care expenses resulting in a lower taxable income for the employee.

[Benefits Enrollment Form](#)

## Long-Term Disability Insurance

The plan pays a benefit of up to 60% of your monthly basic earnings up to \$5,000. Premiums are based on age and monthly salary.

[Benefits Enrollment Form](#)

## Employees' Child Care Center

Located at the Government Center complex, the [Child Care Center](#) serves children from six weeks until kindergarten age. All county employees working 20 or more hours per week are eligible to enroll their age-eligible children, space permitting.

---

Questions about benefits with Fairfax County? [Email us](#) or call HR-Central at 703-324-3311.

Contact Fairfax County: [Phone](#), [Email](#) or [Twitter](#) | **Main Address:** [12000 Government Center Parkway](#), Fairfax, VA 22035

Technical Questions: [Web Administrator](#)

[ADA Accessibility](#) | [Website Accessibility](#)

[Awards](#) | [FOIA](#) | [Mobile](#) | [Using this Site](#) | [Web Disclaimer & Privacy Policy](#) | [Get Adobe Reader](#)

Official site of the County of Fairfax, Virginia, © Copyright 2013





homepage > human resources:

## Non-Merit Job Opportunities - Miscellaneous



The following non-merit job opportunities are now available. Please note that these positions generally do not have fringe benefits such as leave, health insurance or retirement, unless specified in the job announcement.

Fairfax County Government is an Equal Opportunity Employer that does not discriminate on basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status. Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance; TTY 703-222-7314. Minorities and persons with disabilities are encouraged to apply. EEO/AA/TTY.

- [Librarian/Visitor Services Assistant](#)
- [Farmers Market Assistant](#)
- [Theatre Assistant](#)
- [Cooks and Wait Staff](#)
- [Senior Engineer III](#)

---

### Librarian/Visitor Services Assistant

**Agency:** Fairfax County Park Authority

**Job #** ELT-FCPA-14007

**Salary:** \$10.46/hour. Individuals in these positions are not eligible to earn health benefits, paid leave or receive holiday pay.

**Location:** Green Spring Gardens, 4603 Green Spring Road, Alexandria, Virginia 22312

**Hours:** 16-20 hours per week (not to exceed 900 hours per calendar year)

Visitor Services. The Librarian/Visitor Services Assistant is responsible for:

- Maintaining library collection and catalogs
- Ordering books for the Green Spring Collection
- Cataloging and labeling books
- Monitoring periodicals and subscriptions
- Ordering library supplies
- Receiving, reviewing and sorting library donations
- Serving as the Manager on Duty for the Horticulture Center, greeting visitors, operating cash register in ParkNet system for sales and class registration, and answering telephones
- Assists with running financial reports through the ParkNet system
- Coordinating Library Volunteers

#### Minimum Qualifications:

- High level of familiarity with the Microsoft Office Suite including Word, Excel, Outlook and Publisher
- Highly organized in maintaining records and preparing administrative reports
- Ability to maintain an effective working relationship with staff, volunteers, and the general public
- Able to effectively communicate, both verbally and in writing
- High school education and one year of experience in library, customer service, administrative or financial support. Some advanced education desirable

**Preferred Qualifications:** Any combination of education, training, and paid or volunteer experience equivalent to an associate or bachelor's degree in the sciences, library science, education, business or related field, or three years of experience in a related field. An interest in Horticulture would be desirable.

9

**Certificates and Licenses Required:** First Aid/CPR/AED certification (provided by Fairfax County)

**To Apply:** Contact Sandy Rittenhouse-Black, Green Spring Gardens at 703-642-5173 for more information. Submit resumes by fax 703-642-8095 or by email to [sritte@fairfaxcounty.gov](mailto:sritte@fairfaxcounty.gov). Applications accepted until position filled. Resume review will begin on March 3, 2014.

## Farmers Market Assistant

**Agency:** Fairfax County Park Authority

**Job #** ELT-FCPA-14008

**Salary:** \$10.46/hour. Individuals in these positions are not eligible to earn health benefits, paid leave or receive holiday pay.

**Location:** Green Spring Gardens, 4603 Green Spring Road, Alexandria, Virginia 22312

**Hours:** 16-20 hours per week (not to exceed 900 hours per calendar year)

Community Horticulture Office. The Farmers Market Assistant assists with:

- Administrative duties: Maintains files of vendor insurance/certification documents and prepares the annual Market Master books
- Special event logistics: Sets-up/takes-down for pre-season meetings and market events (Chef at Market, Farmers Market Week)
- Marketing the markets: Generates copy for the e-Newsletter, assists the Farmers Market Coordinator in the design and maintenance of a display/information board, and creates promotional flyers
- Additional tasks as assigned

### Qualifications:

- High level of familiarity with the Microsoft Office Suite including Word, Excel, Outlook and Publisher
- Highly organized in maintaining records and preparing administrative reports
- Ability to maintain an effective working relationship with staff, volunteers, and the general public
- Able to effectively communicate, both verbally and in writing
- Any combination of education, experience, and training equivalent to high school graduation or a G.E.D. issued by a state Department of Education

**Preferred Qualifications:** An interest in local food, sustainable agriculture, nutrition and/or small business growth.

**Certificates and Licenses Required:** Motor vehicle operator's license. First Aid/CPR/AED certification (provided by Fairfax County).

**To Apply:** For more information, contact Pamela Smith, Community Horticulture Coordinator, Green Spring Gardens at 703-642-0128. Submit resumes by fax 703-642-8095 or by email at [pamela.smith2@fairfaxcounty.gov](mailto:pamela.smith2@fairfaxcounty.gov). Applications accepted until position filled. Resume review will begin on March 1, 2014.

## Theater Assistant

**Agency:** Department of Neighborhood and Community Services

**Job #** ELT-NCS-14001

**Salary:** \$12.12/hour (Grade S07), no benefits\*

**Location:** James Lee Community Center

**Schedule:** This position can work up to 17 hours a week, Monday through Sunday, on a schedule to be set according to the needs of the theatre on a weekly and monthly basis. The hours can include morning, afternoon, evening, nights, and weekends.

The James Lee Community Center Theater is a vibrant location for theatre arts, children's programming, community activities, and more. This position will assist the Theater Manager and Community Center Director in the coordination of theater programs as directed. Responsibilities include assisting with the maintenance of the technical equipment in the theater, operating technical equipment or supervising the use of technical equipment for various programs. The assistant may help facilitate load-in and strike of performances. Trains and supervises theater volunteers as needed. Ensures renters and users follow policies and operating procedures. Organizes, cleans, and secures theater equipment and facilities. Interacts appropriately with a variety of community based groups and theatre organizations, which may include outreach and marketing. Works primarily evenings, and weekend days and nights.

**Minimum Qualifications:** Any combination of education and experience equivalent to high school graduation or G.E.D., plus one year of technical theater experience.

10

**Special Requirements:** CPR/AED and First Aid Certification. The appointee to this position will be required to complete a criminal background check and a check of the Child Protective Services Registry to the satisfaction of the employer. Applicants should have a valid driver's license and qualify to drive a county vehicle.

**Preferred Qualifications:** The ideal applicant should possess strong interpersonal skills. Be reliable, energetic; positive thinking, assertive, and a self-starter able to work responsibly with minimal supervision. Experience working in a theatre environment, operating theater equipment, and working with the public. Familiarity with general computer functions. Associate's degree or work toward a bachelor's degree or equivalent work experience.

**\*Note:** This position cannot work more than 899 hours in a calendar year; however, there is no guarantee of a minimum number of scheduled hours (daily, weekly, monthly or yearly.)

**To Apply:** Submit your resume and cover letter by email to [Zurii.Conroy@fairfaxcounty.gov](mailto:Zurii.Conroy@fairfaxcounty.gov) or by mail/fax to:

James Lee Community Center  
Attention: Zurii Conroy – Re: Theater Assistant Position  
2855 Annandale Road  
Falls Church, VA 22042  
Phone: 703-534-3387 ext. 202  
Fax: 703-534-4582

### Cooks and Wait Staff (seasonal)

**Agency:** Park Authority  
**Job #** ELT-FCPA-13037  
**Location:** Laurel Hill Golf Club in Lorton, Virginia

Seeking line cooks and wait staff for immediate seasonal openings with the added possibility that some long term positions may become available after the first of the year. For further information please contact the Food and Beverage Manager, Eddison Rosales at 703-493-8849, ext. 2210.

### Senior Engineer III

**Agency:** Department of Public Works and Environmental Services, Capital Facilities  
**Job #** ELT-DPWES-12001  
**Salary:** \$30.88 to \$51.47/hour, benefits eligible\*

The Fairfax County Department of Public Works and Environmental Services (DPWES) is a comprehensive organization working to improve and enhance the lives of the county's 1.1 million residents. The DPWES working environment fosters innovative thinking, collaboration between agencies and the public, and cultivates employee's skills through training, education, and mentoring. DPWES designs, implements, and maintains capital projects, while protecting our natural resources.

The DPWES Building Design and Construction Division is seeking an individual to provide overall project management for the development of major county building projects, including fire stations, libraries, police stations, community centers, administrative offices, and vehicle maintenance facilities. Responsibilities include: evaluating sites for development; negotiating and managing Architect/Engineer contacts; preparing and managing project cost estimates and capital budgets; and assuring that projects are executed within established budgets and schedules. Responsible for coordinating Using Agency requirements into the design of complex county building projects for new construction and major renovations. Responsible for reviewing plans and specifications for compliance with all local, state and federal code requirements; preparing value engineering studies, and evaluating projects for energy conservation and environmental considerations, and operational and maintenance requirements. Other responsibilities include preparing special studies, preparing project status reports and budget update reports, and other duties as assigned. The successful applicant must be highly motivated; possess the skills necessary to work in a fast-paced collaborative team environment; and be oriented toward providing outstanding customer service to end users and project stakeholders.

**Minimum Qualifications:** Any combination of education, training and experience equivalent to graduation from a four-year college or university accredited by the Accreditation Board of Engineering and Technologies or by The National Architectural Accrediting Board with a bachelor's degree in the appropriate engineering or architectural field; plus four years of progressively responsible professional experience in the appropriate engineering field.

**Special Requirements:** Possession of a valid Virginia Professional Engineer or Architect license. An individual who possesses a valid Professional Engineer or Architect license in another state will be granted a temporary exemption to this requirement pending the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers & Landscape Architects decision regarding that individual's application for reciprocity. The appointee to

11

this position will be required to complete a criminal background check to the satisfaction of the employer.

**Note:** \*This position may not exceed 1,560 hours per calendar year. Individuals in these positions are eligible for limited employee benefits, including medical, vision and dental insurance coverage, and participation in flexible spending programs, but are not eligible to earn leave or receive holiday pay.

**To apply:** Email your resume to [Maya.Jerome@fairfaxcounty.gov](mailto:Maya.Jerome@fairfaxcounty.gov) or fax it to 703-324-4040.

**Contact Fairfax County:** [Phone](#), [Email](#) or [Twitter](#) | **Main Address:** [12000 Government Center Parkway](#), Fairfax, VA 22035

**Technical Questions:** [Web Administrator](#)

[ADA Accessibility](#) | [Website Accessibility](#)

[Awards](#) | [FOIA](#) | [Mobile](#) | [Using this Site](#) | [Web Disclaimer & Privacy Policy](#) | [Get Adobe Reader](#)

Official site of the County of Fairfax, Virginia, © Copyright 2013

12



homepage > human resources:

### Fairfax County Public Library Non-Merit Jobs



Below we have listed part-time job opportunities available with the Fairfax County Public Library. Unless otherwise noted, these positions generally do not have fringe benefits such as leave, health insurance or retirement. Contact information and application procedures are included with each description.

Fairfax County Government is an Equal Opportunity Employer that does not discriminate on basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status. Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance; TTY 703-222-7314. Minorities and people with disabilities are encouraged to apply. EEO/AA/TTY.

#### Current Opportunities

#### Library Information Assistant

\$20.21 to \$26.95/hour, benefits eligible\*

Multiple positions at various libraries within Fairfax County will be filled from this announcement. These are part-time positions scheduled to work 20 hours per week. Regular schedule includes working every Saturday or Sunday.

Provides informational, instructional, and reader's advisory services to customers. Assists customers with circulation services. Provides computer assistance and troubleshooting as needed. Communicates and interprets library policies and procedures to the public. Participates in marketing, maintenance and development of branch collection. Schedules meeting room and program reservations for public and library events. Balances cash drawer, verifies credit card transactions and processes monies for deposit. Performs opening and closing procedures. May provide or host programs, tours or outreach visits.

**Minimum Qualifications:** Any combination of education, experience, and training equivalent to graduation from an accredited four-year college or university with a bachelor's degree in social or behavioral sciences, liberal arts or sciences, education, or a related discipline; plus two years of experience working in a library, bookstore, educational or research setting.

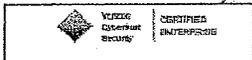
**Preferred Qualifications:** Experience working in a public library. Strong customer services skills. Good Internet search skills. Demonstrated proficiency in using Microsoft Office products including Outlook, Word, Excel and PowerPoint. Experience with electronic book reading devices and basic knowledge of e-book downloading procedures. Experience troubleshooting computer hardware.

**\*Note:** This position may not exceed 1,560 hours per calendar year. Individuals in these positions are eligible for limited employee benefits, including medical, vision and dental insurance coverage, and participation in flexible spending programs, but are not eligible to earn leave or receive holiday pay.

To Apply: E-mail your resume to [LIBResumes@fairfaxcounty.gov](mailto:LIBResumes@fairfaxcounty.gov).

Contact Fairfax County: [Phone](#), [Email](#) or [Twitter](#) | Main Address: [12000 Government Center Parkway](#), Fairfax, VA 22035  
Technical Questions: [Web Administrator](#)

[ADA Accessibility](#) | [Website Accessibility](#)  
[Awards](#) | [FOIA](#) | [Mobile](#) | [Using this Site](#) | [Web Disclaimer & Privacy Policy](#) | [Get Adobe Reader](#)  
Official site of the County of Fairfax, Virginia, © Copyright 2012



13



**Subject:** FW: Senate State Aid Amendment in Governor's Special Session Budget

---

**From:** Phil Abraham [<mailto:pabraham@vectrecorp.com>]  
**Sent:** Monday, March 24, 2014 1:45 PM  
**To:** Tom Shepley; John E. Ulmschneider  
**Cc:** Janis Augustine; Sandra Treadway  
**Subject:** Senate State Aid Amendment in Governor's Special Session Budget

I thought you would be interested to learn that the Senate amendment on State Aid to Public Libraries was incorporated into the new budget that Governor McAuliffe sent down to the Special Session today. It provides a \$500,000 increase in each year of the biennium for a total increase of \$1 million in the State Budget for State Aid to Public Libraries. While the issue will still need to be resolved in conference, I think it is encouraging for the future that the Governor would select this amendment when it was one on only 140 he proposed and many of those were cost savings amendments. Please let me know if you have any questions on this. Regards. Phil

Here is the amendment the Governor proposed:

Amendment 30: Increase aid to local libraries for digital resources

Item 237

Education	FY 2015	FY 2016
The Library Of Virginia	\$500,000	\$500,000 GF

Description:

This amendment provides funding to be used primarily to increase digital information resources available to the public at Virginia's local public libraries. Such resources include eBooks, streaming media, audio books, and electronic databases.

Philip F. Abraham  
Director and General Counsel  
The Vectre Corporation  
707 East Main Street  
Suite 1800  
Richmond, VA 23219  
work phone: 804-644-6600  
work fax: 804-644-6628  
email: [pabraham@vectrecorp.com](mailto:pabraham@vectrecorp.com)  
[www.vectrecorp.com](http://www.vectrecorp.com)



## Attachment 3

### Friends of the Library Annual Donation Summary

\*directed to Library Administration

Friends Group	Calendar Year				TOTAL
	2010	2011*	2012	2013	
Friends of Burke	\$2,007.04	\$ 4,382.93	\$ 7,902.79	8,624.69	\$22,917.45
Friends of Centreville	\$11,445.00	12,845.25	5,751.42	25,307.96	55,349.63
Friends of Chantilly	\$16,706.35	152,686.44	20,233.31	12,465.00	202,091.10
Friends of Dolley Madison	0	1,775.00	2,937.39	3,280.01	7,992.40
Friends of Fairfax	\$4,882.49	10,813.39	55,169.57	3,586.62	74,452.07
Friends of George Mason	\$47,858.14	81,500.00	53,050.36	63,679.92	246,088.42
Friends of Great Falls	\$712.63	2,866.63	725.25	1,536.01	5,840.52
Friends of Herndon	\$605.96	1,216.11	1,250.00	704.74	3,776.81
Friends of John Marshall	\$4,009.66	4,300.46	5,878.47	3,746.55	17,935.14
Friends of Kingstowne	\$5,361.57	22,611.93	6,650.00	0.00	34,623.50
Friends of Kings Park	\$33,897.04	10,108.45	14,764.26	19,249.05	78,018.80
Friends of Lorton	\$307.38	700.08	586.65	2,021.62	3,615.73
Friends of Martha Washington	\$225.00	1,170.20	2,615.51	2,399.32	6,410.03
Friends of Oakton	\$11,956.78	18,753.53	11,994.12	15,114.83	57,819.26
Friends of Patrick Henry	\$10,138.59	5,910.61	5,789.89	7,506.57	29,345.66
Friends of Pohick	\$34,375.26	19,207.28	39,895.00	11,523.00	105,000.54
Friends of Reston	\$21,190.47	114,858.48	12,761.06	50,322.22	199,132.23
Friends of Richard Byrd	\$1,942.75	3,860.61	6,594.08	10,479.66	22,877.10
Friends of Sherwood	\$7,140.19	42,264.70	3,142.88	18,993.55	71,541.32
Friends of Thomas Jefferson	\$810.00	1,210.00	1,142.00	650.00	3,812.00
Friends of Tysons	\$9,772.52	8,549.60	15,517.57	5,215.47	39,055.16
Friends of VR	\$350.00	392.70	6,650.61	456.32	7,849.63
Friends of WW	\$156.00	60.00	1,075.00	0.00	1,291.00
<b>Total</b>	<b>\$ 225,850.82</b>	<b>\$ 522,044.38</b>	<b>\$ 282,077.19</b>	<b>\$ 266,863.11</b>	<b>\$ 1,296,835.50</b>

17

\* The following donations in Year 2011 resulted in larger than normal donation programs.

Donations by Friends of Chantilly Library

Chk# 2324 for Phase one Circ Desk Move	12,444.94
Chk# 2377 RECARPETING	64,241.95
Chk# 2392 STACK CHAIRS	11,943.05
	<hr/>
	88,629.94

Donations by Friends of George Mason Library

Chk #507 2011 SRP PROGRAMS	GM/11131-2	42,500.00
Chk #509 STAFF TRAINING		37,000.00
		<hr/>
		79,500.00

Donations by Friends of Reson Library

Chk #1895 ADDITIONAL E-BOOKS	50,000.00
Chk #1947 PURCHASE ADD'L EBOOKS	50,000.00
	<hr/>
	100,000.00

Donations by Friends of Sherwood Library

Chk #1891 FURNITURE For MAIN READING ROOM	31,865.31
Chk #1903 EQUIP FOR DIGITAL DISPLAY	6,799.88
	<hr/>
	38,665.19



## Comprise Lab Tours

Join us for a 30-minute tour of our Comprise Lab, to learn about the new system FCPL is launching this year.

This new tool will provide self-service fine payment, book sale and guest passes. It will also allow cash and credit card payment for these and other customer transactions such as print and copy.

- Friday, 4/25 at 3PM
- Wednesday, 4/30 at 6PM
- Monday, 5/5 at 2PM
- Monday, 5/12 at 10AM
- Tuesday 5/20 at 7PM
- Saturday, 5/31 at 2PM

12000 Government Center Parkway

Suite 324

Fairfax, Virginia 22035

RSVP to Margaret Kositch

Margaret.Kositch@fairfaxcounty.gov



## Comprise Lab Tours

Join us for a 30-minute tour of our Comprise Lab, to learn about the new system FCPL is launching this year.

This new tool will provide self-service fine payment, book sale and guest passes. It will also allow cash and credit card payment for these and other customer transactions such as print and copy.

- Friday, 4/25 at 3PM
- Wednesday, 4/30 at 6PM
- Monday, 5/5 at 2PM
- Monday, 5/12 at 10AM
- Tuesday 5/20 at 7PM
- Saturday, 5/31 at 2PM

12000 Government Center Parkway

Suite 324

Fairfax, Virginia 22035

RSVP to Margaret Kositch

Margaret.Kositch@fairfaxcounty.gov



## Comprise Lab Tours

Join us for a 30-minute tour of our Comprise Lab, to learn about the new system FCPL is launching this year.

This new tool will provide self-service fine payment, book sale and guest passes. It will also allow cash and credit card payment for these and other customer transactions such as print and copy.

- Friday, 4/25 at 3PM
- Wednesday, 4/30 at 6PM
- Monday, 5/5 at 2PM
- Monday, 5/12 at 10AM
- Tuesday 5/20 at 7PM
- Saturday, 5/31 at 2PM

12000 Government Center Parkway

Suite 324

Fairfax, Virginia 22035

RSVP to Margaret Kositch

Margaret.Kositch@fairfaxcounty.gov



### Facilities Update: February/March 2014

#### BC

- A Department of Public Works snow plow inadvertently struck a parking lot light during one of the many snow events in February. FMD is making arrangements to replace the light pole.

#### CE

- FMD installed film on the inside of the windows along the hallway to the meeting rooms to reduce the glare and heat buildup from the sun.

#### GF

- During the month of February the entrance door malfunctioned several times. FMD and the County door contractor, Stanley, responded to each report making adjustments and installing new parts.

#### GM

- FMD installed a swipe card access pad on the staff entrance.

#### HE

- A City of Herndon truck ran into and damaged the brick dumpster enclosure. The City of Herndon will repair the damage.
- FMD installed new crash bars on the exterior doors of the building to improve the locking function of the doors.

#### PH

- FMD installed a new heat exchanger on the roof of the building.

#### RR

- FMD painted the branch manager's office, the public restroom doors, and the doors down the meeting room hallway.

#### SH

- FMD re-tiled the floor in the staff entrance/delivery area after a volunteer tripped over a decaying threshold tile.

#### TE

- FMD had new entrance doors installed replacing old, malfunctioning doors.

#### TY

- The interior of the branch was painted as part of the FMD Capital Improvement Plan paint schedule.



# Attachment 6

## Status of Branch Vacancies - Merit

4/1/2014

Position	Job Class	Working Title	# Hours	Branch	Date Vacant	Status
5200823	Librarian IV	Branch Manager	40	RR	11/16/2013	Selection Made start date 3/24/14
52008309	Librarian IV	Branch Manager	40	GM	5/17/2014	Advertised on 3/29
52008340	Librarian I	Youth Services Librarian	40	TJ	7/26/2013	Selection Made start date 3/22/14
52008488	Librarian I	Youth Services Librarian	40	KN	11/1/2013	Selection Made start date 4/7
52008185	Librarian I	Youth Services Librarian	40	DM	12/27/2013	Selection Made start date 4/5
52008208	Librarian I	Youth Services Librarian	40	PH	3/22/2014	Selection Made start date 4/21
52008304	Library Information Assistant	Youth Services Assistant	20	BC	12/1/2012	Interviews completed
52008189	Library Information Assistant	Youth Services Assistant	40	CH	4/6/2013	Interviews completed
52008196	Library Information Assistant	Youth Services Assistant	20	PH	7/28/2012	Interviews completed
52008394	Library Information Assistant	Youth Services Assistant	40	PO	3/22/2013	Interviews completed
52008173	Library Information Assistant	Youth Services Assistant	20	OK	2/19/2013	Interviews completed
52008588	Library Information Assistant	Youth Services Assistant	40	PO	3/8/2013	Interviews completed
52008559	Library Information Assistant	Youth Services Assistant	40	GM	12/13/2013	Interviews completed
52008212	Library Information Assistant	Youth Services Assistant	20	PH	12/7/2013	Interviews completed
52008137	Library Information Assistant	Youth Services Assistant	20	HE	3/18/2014	Interviews completed
52008515	Library Information Assistant	Youth Services Assistant	40	CE	4/18/2014	Interviews completed
52008295	Library Assistant III	Circulation Manager	40	MW	4/5/2013	Cert List
52008422	Library Assistant III	Circulation Manager	40	GF	5/31/2013	Cert List
52008436	Library Assistant IV	Circulation Manager	40	PO	3/9/2013	Cert List

23

Position	Job Class	Working Title	# Hours	Branch	Date Vacant	Status
52008153	Library Assistant IV	Circulation Manager	40	FX	1/10/2014	Cert List
52008572	Librarian II	Assistant Branch Manager	40	OK	8/17/2013	Advertised on 2/15
52008406	Librarian III	Assistant Branch Manager	40	TY	6/13/2013	Advertised on 2/15
52008467	Librarian III	Assistant Branch Manager	40	CH	6/29/2013	Advertised on 2/15
52008325	Librarian III	Assistant Branch Manager	40	RR	3/8/2014	Advertised on 2/15
52008307	Librarian III	Assistant Branch Manager	40	GM	4/4/2014	Advertised on 2/15
52008624	Librarian I	Information Services Librarian	20	PH	1/10/2013	Advertised on 2/15
52008219	Librarian I	Information Services Librarian	20	RR	6/28/2013	Advertised on 2/15
52008219	Librarian I	Information Services Librarian	20	RR	7/12/2013	Advertised on 2/15
52008312	Librarian I	Information Services Librarian	20	GM	8/9/2013	Advertised on 2/15
52008253	Librarian I	Information Services Librarian	20	SH	8/27/2013	Advertised on 2/15
52008405	Librarian I	Information Services Librarian	20	TY	10/6/2013	Advertised on 2/15
52008393	Librarian I	Information Services Librarian	20	GM	10/18/2013	Advertised on 2/15
52008308	Librarian I	Information Services Librarian	20	GM	11/22/2013	Advertised on 2/15
52008361	Library Information Assistant	Information Services Assistant	20	RB	6/14/2013	Advertised on 2/15
52008229	Librarian I	Youth Services Librarian	20	RR	3/22/2014	
53000179	Library Information Assistant	Customer Services Assistant	20	RB	8/9/2013	
52008159	Library Information Assistant	VA Room Assistant	40	FX	7/20/2013	
53000108	Library Information Assistant	Customer Services Assistant	20	KP	8/30/2013	

24

Position	Job Class	Working Title	# Hours	Branch	Date Vacant	Status
53000180	Library Information Assistant	Customer Services Assistant	20	PH	3/22/2014	
52008216	Librarian II	Sunday Manager	20	RR	3/23/2013	
52008175	Library Aide	Circ Aide	20	CE	2/9/2013	
52008522	Library Aide	Circ Aide	20	DM	12/29/2012	
52008377	Library Aide	Circ Aide	20	KP	2/22/2013	
52008538	Library Aide	Circ Aide	20	OK	1/29/2013	
52008378	Library Aide	Circ Aide	20	SH	4/4/2013	
52008612	Library Aide	Circ Aide	20	BC	6/26/2013	
52008178	Library Aide	Circ Aide	20	DM	7/26/2013	
52008434	Library Aide	Circ Aide	40	PO	7/30/2013	
52008256	Library Aide	Circ Aide	20	LO	11/15/2013	
52008377	Library Aide	Circ Aide	20	KP	1/10/2014	
52008618	Library Aide	Circ Aide	20	CH	9/8/2013	
52008289	Library Aide	Circ Aide	20	OK	11/30/2013	
52008169	Library Aide	Circ Aide	20	CE	2/22/2014	
52008190	Library Aide	Circ Aide	20	RR	4/18/2014	
52008213	Library Aide	Circ Aide	40	PH	6/14/2014	
52008345	Library Assistant I	Sunday Circulation Manager	20	GM	4/19/2013	
52008349	Library Assistant I	Sunday Circulation Manager	20	RR	7/27/2013	
52008597	Library Assistant I	Sunday Circulation Manager	20	CE	9/18/2013	



## USE OF COMPENSATORY TIME

### Overview

Compensatory Time (comp time) can be used to compensate employees who work in excess of their scheduled hours. This can be an effective tool to meet specific goals, meet scheduling requirements, provide for attendance at training, conduct outreach, prepare for programs, etc., or used in lieu of paid overtime.

### Important Considerations for the Use of Compensatory Time:

- Comp time is earned in the same manner as overtime and follows all FLSA (Fair Labor Standards Act) eligibility rules. FLSA thresholds are based on employee hours; not the position hours. Employees who are FLSA-eligible earn comp time at time-and-a-half; those who are not eligible earn comp time at the straight rate. From the Personnel Regulations: "FLSA Eligible employees must be compensated with overtime pay or compensatory time for all hours worked over the FLSA threshold for overtime, as outlined in the definition of overtime. FLSA Eligible employees are in pay grades S-21, P-23, O/C-21, F-22 and below;"
- Employees cannot be required to accept compensatory time in lieu of paid overtime when a supervisor *requires/requests* an employee to work overtime, but employees may elect to earn comp time instead of paid overtime, if desired. From the Personnel Regulations: "If requested by the employee and approved by the department head or designee, compensatory time at the rate of time and a half may be awarded in lieu of overtime pay;"
- Employees can earn up to 240 hours of compensatory time in one calendar year and only that amount can be carried forward to the next year.

### Use of Compensatory Time

- Branch Managers or Department Heads can independently approve compensatory time for staff working in their branch or department;
- Comp time must be "pre-approved" in writing by the Branch Manager or Department. This can be done via e-mail but should not be verbal. These approvals should be kept in the immediate supervisor's file for a period of three years (current year and two previous). It is suggested that the approvals be kept with the green sheets. Further, if it's a request for a period of time, only one approval is required. (Examples attached);
- Use of comp time should be awarded judiciously. Employees should not be granted more than 10.0 hours per pay period;
- Comp time should be recorded in My Working Time on the time sheet using code O101, Compensatory Time Earned, and on a paper Leave and Overtime Schedule. The FOCUS system will perform the necessary calculations (straight time or time and a half) meaning employees will enter the *actual* time earned ;
- Accumulated compensatory time can be used in lieu of Annual Leave or Sick Leave using the time sheet code L209, Compensatory Leave, and follows all of the normal protocols for leave approval.

## Examples

1.) 20-hour Circulation Aide or CSA (grade S-13/S-19, FSLA-eligible) works 4 hours of paid overtime in the first week of the pay period for a total of 24 hours that week (44 hours in the pay period). Those four hours are paid straight time. If the employee had opted for comp time, the hours would have accrued as straight time as well. In on-line time the employee enters 4.0 as either comp or overtime.

Exempt CSA's (S-19) are eligible to earn overtime either paid or compensatory which will be paid/accrued as straight time over their 20.0 hours.

2.) 40-hour Information Assistant (grade S-19, FSLA-eligible) works 4 hours of paid overtime the first week of the pay period for a total of 44 hours that week (84 hours in the pay period). Those four hours are paid time-and-a-half. If the employee had opted for comp time, the hours would have accrued as time-and-a-half as well. In on-line time the employee enters 4.0 as either comp or overtime.

3.) 40-hour Branch Manager (grade S-24/S-27, FSLA exempt) works 4 hours of paid overtime the first week of the pay period for a total of 44 hours that week (84 hours in the pay period). Those four hours are paid straight. If the employee had opted for comp time, the hours would have accrued as straight time as well. In on-line time the employee enters 4.0 as either comp or overtime.

28

## APPROVAL EXAMPLES

To: Suzy Library Employee  
From: Debbie Branch Manager  
CC: Suzy Supervisor  
Subject: Approval of Comp Time

Hi Suzy.

Please consider this my formal notification that your request to work beyond your scheduled hours this week has been approved not to exceed \_\_\_\_\_ hours. Please make sure to code your time sheet accordingly. Thanks very much for your willingness to complete this outreach project.

**OR**

To: Suzy Library Employee  
From: Debbie Branch Manager  
CC: Suzy Supervisor  
Subject: Approval of Comp Time

Hi Suzy..

Please consider this my formal notification that your request to work beyond your scheduled hours has been approved until the project is completed or until 11/11/2014 at which time this approval will have expired. You are ~~have~~ approved for compensatory time not to exceed 10.0 hours per pay period. Further, please maintain communication with your supervisor to ensure completion of project goals. Thanks very much for your willingness to complete this project.



## Attachment 8

---

**Subject:** FW: BRANCH MANAGER ORIENTATION CHECKLIST(d)  
**Attachments:** BRANCH MANAGER ORIENTATION CHECKLIST(d).doc

**From:** King, Debra  
**Sent:** Monday, March 10, 2014 4:54 PM  
**To:** LIB-BRANCH MANAGERS  
**Subject:** BRANCH MANAGER ORIENTATION CHECKLIST(d)

All:

We are reviewing training plans for new branch managers in preparation for our new RR Branch Manager. It has been a while since we reviewed the attached checklist.

We would greatly appreciate having current branch managers review this checklist and let us know of any changes or inclusions that need to be added.

May we ask you to review and respond by the end of this week? Please respond to both branch coordinators.

Thank you for your assistance.

*Debbie and Pat*  
703-324-8309 703-324-8416

## BRANCH MANAGER ORIENTATION CHECKLIST

Name \_\_\_\_\_

Branch \_\_\_\_\_ Date started \_\_\_\_\_

### Before you start

- Meet with Branch Coordinator
- Introductory e-mail message to staff
- Meet with Assistant Branch Manager to obtain keys and check schedule
- Locate branch calendar
- Be alert to upcoming events and programs
- Update Outlook Profile
- Obtain copy of staff phone list
- Scan branch organizational chart
- Update photo ID and HID card (you'll receive an e-mail message)

### First Day

- Meet staff
- Tour branch including outside perimeters
- Become familiar with branch and system meeting schedule
- Establish a schedule to meet with each management team member
- Establish a schedule to meet with staff individually
- Become familiar with in-branch meeting schedules
- Review agendas and minutes for past meetings
- Become familiar with branch opening and closing procedures
- 
- 

### First Week

- Submit Velocity Credit Card Authorization Request?
- Schedule training sessions for new Branch Managers
- Set up regular meetings with Assistant Branch Manager
- Set up regular meetings with Circulation Manager
- Know who your branch FSD contact is
- Spend time in Circulation and Information Departments
- Learn Avaya phone system
- Learn to unlock safe (send work order for safe combination change)
- Read incident folder
- Review Branch Emergency Action Plan including Shelter in Place/evacuation layout
- Review inclement weather procedures
- Review Information Desk Survival Guide and/or PIC notebook
- Identify and establish communication with branch staff on system committees

- Meet with branch volunteer coordinator and review branch's volunteer program
- Meet with management team
- Meet with Circulation Manager and review branch money handling procedures (including cash report, credit cards, Dunbar, coin box collection, etc).
- 

### **First Month**

- Review staff duties
- Conduct staff meeting
- Attend Branch Managers/FCPL Management meeting
- Become familiar with major building systems and shutoff locations
- Become familiar with work order process and Facilities Coordinator
- Review branch program plan, indicatives and community assessment
- Review guidelines for meeting room bookings (including after hours, branch Evanced experts).
- Become familiar with Branch cluster
- Review Problem Behavior Manual
- Review FCPL Organization chart
- Review branch home page on Infoweb
- Review gift and book sale accounting and procedures
- Become familiar with FCPL and County web and infoweb pages
- Review/update branch S drive

### **First Three Months**

- Meet with Friends' group
- Attend at least one Info, Circ and Page meeting
- Meet with FCPLEA representative
- Review branch survey results
- Review Library Board of Trustees Manual
- Review "Collection Development at FCPL"
- Schedule meetings with key Admin and Tech Ops staff as needed
- Become familiar with New Hire Packet
- Review performance evaluation forms and dates for direct reports
- Review training records of direct reports in the ELC

### **First Six Months**

- Review Information Services Guidelines
- Review handouts area
- Tour Tech Ops
- Tour Virginia Room
- Tour Access Services
- Attend a Library Board meeting
- Visit at least three other branches
- Identify/meet community players
- Meet on-going tutors and volunteers



# Attachment 9

Internal Orders Report of Personnel Expenditures  
 FY 2014 Year-to-Date  
 Fairfax County Public Library

Personnel Budget - FY 2014 \$ 21,656,395

Department/Branch	4G52-000-001 Lib Tech	4G52-000-006 Srvcs for Schls	4G52-000-007 Early Lit	4GFX-SNR-000 Srvcs for Snrs	TOTAL
Administration	\$ 234,177.51	\$ 8,553.43	\$ 26,563.83	\$ -	\$ 269,294.77
Support Services	\$ 15,589.22	\$ -	\$ 159.90	\$ 96.94	\$ 15,846.06
Customer Services	\$ 39,012.71	\$ 635.16	\$ 36,513.56	\$ -	\$ 76,161.43
<b>Subtotal</b>	<b>\$ 288,779.44</b>	<b>\$ 9,188.59</b>	<b>\$ 63,237.29</b>	<b>\$ 96.94</b>	<b>\$ 361,302.26</b>
Access Services	\$ -	\$ -	\$ -	\$ 215,677.74	\$ 215,677.74
Centreville	\$ 13,637.60	\$ 7,551.69	\$ 6,103.47	\$ 1,123.47	\$ 28,416.23
Chantilly	\$ 20,775.40	\$ 19,011.49	\$ 28,759.87	\$ 1,102.52	\$ 69,649.28
Dolley Madison	\$ -	\$ -	\$ 3,883.58	\$ 703.38	\$ 4,586.96
Fairfax	\$ 16,101.13	\$ 2,768.75	\$ 16,547.79	\$ 163.53	\$ 35,581.20
George Mason	\$ 11,409.50	\$ 1,148.91	\$ 12,533.66	\$ 549.14	\$ 25,641.21
Great Falls	\$ 578.90	\$ 4,833.43	\$ 2,584.03	\$ 991.00	\$ 8,987.36
Herndon	\$ 1,651.21	\$ 2,224.24	\$ 7,090.32	\$ 22.87	\$ 10,988.64
John Marshall	\$ 704.48	\$ 649.14	\$ 327.40		\$ 1,681.02
Kings Park	\$ 22,322.50	\$ 9,661.32	\$ 9,154.41	\$ 2,096.19	\$ 43,234.42
Kingstowne	\$ 7,366.36	\$ 3,640.02	\$ 5,274.20		\$ 16,280.58
Lorton	\$ 2,858.53	\$ 3,396.00	\$ 964.25	\$ 179.45	\$ 7,398.23
Martha Washington	\$ 2,832.49	\$ 3,260.54	\$ 4,062.74	\$ 1,833.11	\$ 11,988.88
Patrick Henry	\$ 3,975.79	\$ 334.67	\$ 9,140.96	\$ 780.12	\$ 14,231.54
Pohick	\$ 7,409.15	\$ 1,431.76	\$ 4,058.05	\$ 171.62	\$ 13,070.58
Reston	\$ 24,951.08	\$ 2,153.27	\$ 5,515.77	\$ 33.26	\$ 32,653.38
Richard Byrd	\$ 12,868.15	\$ 6,874.90	\$ 13,540.54	\$ 1,473.56	\$ 34,757.15
Sherwood	\$ 10,087.67	\$ 2,438.34	\$ 3,661.01	\$ 171.93	\$ 16,358.95
Thomas Jefferson	\$ 105,821.99	\$ 384.22	\$ 2,298.40	\$ 1,029.76	\$ 109,534.37
Tysons Pimmit	\$ 31,864.33	\$ 3,406.10	\$ 6,406.01	\$ 101.56	\$ 41,778.00
Virginia Room	\$ 1,457.26	\$ 42.82	\$ -	\$ (95.31)	\$ 1,404.77
Woodrow	\$ 480.02	\$ 62.83	\$ 571.37		\$ 1,114.22
Burke	\$ 13,145.01	\$ 5,632.00	\$ 5,143.19	\$ 719.68	\$ 24,639.88
Oakton	\$ 9,752.31	\$ 7,051.56	\$ 17,961.39	\$ 6,734.68	\$ 41,499.94
<b>Subtotal</b>	<b>\$ 322,050.86</b>	<b>\$ 87,958.00</b>	<b>\$ 165,582.41</b>	<b>\$ 235,563.26</b>	<b>\$ 811,154.53</b>
<b>TOTAL</b>	<b>\$ 610,830.30</b>	<b>\$ 97,146.59</b>	<b>\$ 228,819.70</b>	<b>\$ 235,660.20</b>	<b>\$ 1,172,456.79</b>

Expenditures as % of FY  
 2014 Personnel Budget

2.82%      0.45%      1.06%      1.09%      5.41%

Summer Reading Program  
Staff Costs by Branch 1-1-13 thru 11-7-13  
4G52-000-002

	<b>Staff Costs</b>
Admin	\$ 3,361.18
Support Svces	\$ 72.46
Selct & Acqu	\$ 464.93
Educational & Program Svcs	\$ 25,165.06
Marketing	\$ 2,875.61
CE	\$ 16,860.09
CH	\$ 22,775.58
DM	\$ 2,316.80
FX	\$ 3,168.71
GM	\$ 2,605.43
GF	\$ 441.28
HE	\$ 8,626.06
JM	\$ 3,361.10
KP	\$ 16,767.82
KN	\$ 6,137.43
LO	\$ 1,154.96
MW	\$ 5,854.02
PH	\$ 8,728.14
PO	\$ 6,515.73
RR	\$ 8,539.89
RB	\$ 13,936.68
SH	\$ 6,695.82
TJ	\$ 5,353.97
TY	\$ 3,784.99
WW	\$ 1,653.03
BC	\$ 6,927.25
OK	\$ 11,477.06

**TOTAL \$ 195,621.08**



Search this site...



## Defining Internal Orders for use in HCM

Categories  
Focus

### Services to Schools (4G52-000-006) -

This category will capture all time spent on school initiatives to include but not limited to public and private school non-SRP related book talks, classroom visits, PTA/PTO meetings, back to school nights, committee and discussions with school personnel; "all school reads" projects; shelving/marketing books related to school assignments; homework presentations/assistance; online resource demonstrations for homeschoolers; library card drives at schools; school/library partnerships; selecting homework materials and databases; and any other school project not specifically mentioned here. May include activities and outreach to homeschool groups.

### Early Literacy (4G52-000-007) -

This category will capture all time spent on program preparation and presentations related to preschool storytimes and early literacy trainings at the library, in the community, at a school or in a daycare setting; includes marking and shelving board books and Level 1 readers; managing early literacy handouts and storytime resources; providing customer assistance in the picture book area; training and managing Ready to Read volunteers; meeting with county agencies or organizations who work with children; writing the Early Literacy monthly newsletter and new books book list; selecting and processing books and storytime resources to purchase; financial paperwork for contract and payment process and any other projects related to early literacy not specifically mentioned here.

### Summer Reading Program (SRP) (4G52-000-002) -

This category will capture all time spent on the preparation, promotion and presentation of the Summer Reading Program including committee work; preparation of materials; contacting and selecting performers; updating and maintaining Evanced Summer Reader; developing web content; contacting and thanking sponsors; reading for and preparing for school book talks; volunteer training and supervision; program management at SRP programs and programs led by staff; statistical gathering and reporting; interaction with customers as part of the SRP; designing materials; publicizing the program; purchasing and processing materials and books for the SRP; and any other project related to the Summer Reading Program not specifically mentioned here.

### Senior Services (age 65 & over) (4GFX-SNR-000) -

This category will capture all time spent on in-branch and outreach activities directly related to senior populations including programs in senior and retirement centers; large print book selection and processing, financial purchasing and processing; staff time at Access Services; planning, promoting and presenting senior volunteer fairs; programs where the primary focus is seniors and seniors are in attendance; branch assistance setting up for the tax preparation sessions for seniors; time spent arranging support groups for those with vision impairments, programs on health issues frequently associated with seniors, etc.; preparing senior areas in library branches; and any other projects related to seniors not specifically mentioned here.

### Library Technology (4G52-000-001) -

This category will capture all time spent supporting and maintaining library technology (Intranet, Internet, Social Media, SIRSI, Evanced, Velocity, Databank, print and reservation management, self-checkout, PC replacement, etc.); assisting customers and staff with computers (including Tech Lab at Sherwood), e-readers, Overdrive, smart phones or other electronic devices; instruction and troubleshooting of Wi-Fi and public internet stations; negotiations, webinars and planning meetings related to vendor research; mobile application development; the execution of contracts, RFP's, purchasing and processing payments related to technology projects; database selection and maintenance; and any other projects related to technology not specifically mentioned here.

37



## Attachment 10



### LIBRARY OF VIRGINIA

Sandra Gioia Treadway  
Librarian of Virginia

March 25, 2014

Edwin S. Clay, Director  
Fairfax County Public Library  
Fairfax County Government Center  
12000 Government Center Parkway, Suite 324  
Fairfax, VA 22035

Dear Sam,

In a recent review of regional library agreements, the only agreement for library services between Fairfax City and Fairfax County that we have in our files is dated 1978. This agreement addresses a number of shared services for which library services is briefly mentioned. It does not reflect intent to create a regional library pursuant to Title 42.1-37 et seq. of the Code of Virginia of 1950, as amended. To continue to receive funding as a regional library, I will need an updated regional library agreement that demonstrates an ongoing intent to provide library services through a regional library. At a minimum, it should address appointments to the regional library board, funding of the regional library, ownership of buildings and other fixed assets, provisions for localities choosing to withdraw from the system and methods for disbursing system property and liquid assets.

I have attached sample regional agreements for the Appomattox Regional Library System and the Jefferson-Madison Regional Library. Please let me know if you have questions.

Sincerely yours,

*Carol C. Adams*

Carol C. Adams  
Assistant Director  
Library Development and Networking Division

cc: Kim Armentrout

800 East Broad Street  
Richmond, Virginia 23219

[www.lva.virginia.gov](http://www.lva.virginia.gov)

804.692.3500 phone  
804.692.3976 tty

39

A REGIONAL LIBRARY AGREEMENT AMONG  
THE CITY OF HOPEWELL, PRINCE GEORGE COUNTY, DINWIDDIE COUNTY  
AND THE TOWN OF MCKENNEY

APPOMATTOX REGIONAL LIBRARY SYSTEM ("ARLS")

(A revision of the 1984 agreement between the City of Hopewell, Prince George County,  
and Dinwiddie County)

WHEREAS, Title 42.1-37 of the Code of Virginia, 1950, as amended, provides for the establishment and maintenance of regional free library systems under the terms of a contract between two or more political subdivisions, and

WHEREAS, the Boards of Supervisors of the Counties of Prince George and Dinwiddie, the City Council of the City of Hopewell and the Town Council of the Town of McKenney desire to revise the agreement for the operation of a regional free library system known as the Appomattox Regional Library System (ARLS) to serve in the area embraced by the said localities in accordance with the laws of the Commonwealth of Virginia,

Now THEREFORE, BE IT RESOLVED, that in consideration of the mutual benefits of a regional free library system, the undersigned localities do hereby agree as follows:

1. To operate a regional free library system pursuant to the provisions of Title 42.1-37 et seq. of the 1950 Code of Virginia, as amended, under the administration and control of a regional library Board of Trustees. Such Board of Trustees shall consist of nine (9) members appointed by the Board of Supervisors of each County and the City Council of Hopewell. The Board of Trustees shall consist of three (3) persons selected from the citizens at large of Prince George County by the Board of Supervisors of that County, three (3) persons selected from the citizens at large of Dinwiddie County by the Board of Supervisors of that County who will also represent the interests of the citizens of McKenney, and three (3) persons selected from the citizens at large of the City of Hopewell by the City Council of that City. Representation on the Board by the City of Hopewell shall be adjusted to three (3) members from the current representation of five members on the established Board effective, July 1, 2008, by voluntary means, or if necessary, removal of the board member(s) whose four-year term is next scheduled for completion. Such member(s) will be eligible for reappointment upon the first occasion of a vacancy on the Board to be filled by a citizen of the City of Hopewell.
2. Subject to lawful annual appropriations, each Locality will endeavor to make funds available to the regional library system in at least the amount necessary to permit the library to meet the minimum annual requirements for State of

40

Virginia grants-in-aid. Annual appropriations shall be made in proportion to the service needs of each jurisdiction, including a forecast of the upcoming fiscal year's borrower usage by citizens of each jurisdiction as based on recent statistics. The Town of McKenney will provide a rent free facility to house the McKenney Library.

3. In its administration and control of the library, the Board of Trustees shall have all right, power and authority granted by law, provided however, that it may apportion services among the four (4) jurisdictions in proportion to the appropriations made by each jurisdiction for annual operating expenses.
4. ARLS shall provide library services through the operation of a headquarters library, library stations, bookmobiles, provision of books and other media, computer access and such programs as the Board of Trustees shall deem mutually beneficial to the citizens included in the area served by ARLS.
5. The Headquarters Library shall be in the City of Hopewell.
6. All real property in which library operations are carried on shall remain in the ownership of the locality in which such real estate is situated.
7. Any locality desiring to withdraw from the regional library system must give two years notice to the other participating localities or obtain the agreement of the other localities allowing it to withdraw subject to annual appropriations.
8. Upon a locality withdrawing from the regional library system, the withdrawing locality shall receive its share of the personal property as determined below or upon dissolution of the contract, personal property shall be distributed to the member localities as follows:
  - A. Purchased During Operation. Any tangible personal property acquired by the regional library system during the term of the previous contract, this contract, or any subsequent contracts, or addenda, will be distributed to the withdrawing locality or upon dissolution to the dissolving localities based upon the calculation by the Trustees of the proportion of each locality's percentage of funding to the regional library system for that current fiscal year.
  - B. Purchased by State or Federal Funds. Any tangible personal property purchased with State or Federal funds will be distributed in accordance with Section 42.1-51 of the Code of Virginia (1950), as amended.
  - C. Liquid Assets. Any liquid assets, including but not limited to unexpended funding received from localities by the Treasurer of the Library Board of Trustees, will be refunded and distributed to the withdrawing locality or the dissolving localities based upon the calculation by the Trustees of the proportion of each locality's percentage of funding to the regional library system of the current fiscal year.

9. This Contract shall be effective July 1, 2008, and shall renew automatically on July 1 of each year unless terminated, or unless amended by the parties in writing.
10. This Contract is to be construed in conformity with Title 42.1, Chapter 2 of the Code of Virginia (1950), as amended, commonly cited at Virginia Code §§42.1-33 to 42.1-58 inclusive.

BOARD OF SUPERVISORS OF PRINCE GEORGE COUNTY

By: *[Signature]* Date: August 24, 2007  
County Administrator

BOARD OF SUPERVISIONS OF DINWIDDIE COUNTY

By: *[Signature]* Date: August 28, 2007  
County Administrator

CITY COUNCIL OF HOPEWELL

By: *[Signature]* Date: July 23, 2007  
City Manager

TOWN COUNCIL OF THE TOWN OF MCKENNEY

By: *[Signature]* Date: Oct. 9, 2007  
Mayor

AMENDED REGIONAL LIBRARY AGREEMENT

1991

*WHEREAS*, the City of Charlottesville and the Counties of Albemarle, Louisa, Nelson, and Greene have heretofore established, pursuant to law and subject to the provisions of an agreement among the city and counties dated *August 11, 1972*, a regional library system known as the Jefferson-Madison Regional Library; and

*WHEREAS*, that agreement was modified by a further agreement executed by the city and the counties in 1974 and 1982; and

*WHEREAS*, the parties to that contract now desire further to amend the agreement for operation of the library system;

*NOW, THEREFORE*, in consideration of the mutual promises in this agreement, the city and counties hereby agree as follows:

1. The management and control of the Regional Library shall continue to be vested in the Jefferson-Madison Regional Library Board created and appointed by the governing bodies of the city and counties pursuant to *Chapter 2, Title 42.1, Code of Virginia (1950)*, as amended. The Board shall have all of the powers vested in such boards by law. Charlottesville shall appoint three (3) members to the Board; Albemarle, three (3) members; Louisa, one (1) member; Nelson, one (1) member; and Greene, one (1) member. Each jurisdiction is authorized to appoint one alternate member who may attend all meetings but may vote only in the absence of the principal member. The members currently serving on the Board are confirmed and shall continue in office for the terms for which they have been appointed.

AMENDED REGIONAL LIBRARY AGREEMENT - 1991

2. The Library Board shall provide and regulate library services to the residents of the City of Charlottesville and the Counties of Albemarle, Louisa, Nelson, and Greene on as equitable a basis as is practicable, consistent with the wishes of the governing bodies of those jurisdictions.

3. All costs of operating the Regional Library shall be considered to fall into one of three categories defined as follows:

(a) Regional costs shall include all costs of providing reference services, book purchasing, cataloging and automation services, financial management, branch coordination and related expenses, and the fair rental value of space required in the Central Library, 201 East Market Street, Charlottesville, Virginia to provide the foregoing regional services.

(b) Charlottesville-Albemarle costs shall include all costs of providing facilities to house the collections at the Central Library, Gordon Avenue, and Northside Branches, which shall be deemed local collections jointly serving those two jurisdictions, and the compensation and related expenses for personnel who work in those three facilities, except those personnel working in the Central Library who are engaged primarily in rendering the services described in subparagraph (a) above.

(c) Local costs shall include all costs of housing local

44

AMENDED REGIONAL LIBRARY AGREEMENT - 1991

book collections in all branches of the library other than the Central Library, Gordon Avenue, and Northside Branches, and compensation and related expenses for personnel who work in such other branches.

4. The costs described above shall be determined and allocated among the participating jurisdictions as follows:

(a) Regional costs shall be determined by the Library Board. Each jurisdiction shall pay a percentage of the regional costs equal to its percentage of the Regional Library system's total circulation. The percentages to be used in any fiscal year shall be determined by the circulation figures for the previous two fiscal years. Regional reference costs, may be determined on actual use for the prior fiscal year, with a minimum of one percent (1%) of the regional reference costs.

(b) Charlottesville-Albemarle costs shall likewise be determined by the Regional Library Board. These costs shall be allocated between the City of Charlottesville and Albemarle County in direct proportion to their respective shares of the total circulation at the Central Library, Gordon Avenue, and Northside Branches. The circulation figures shall be determined in the same manner as those used to allocate regional costs.

(c) Local costs shall be determined by the Regional

AMENDED REGIONAL LIBRARY AGREEMENT - 1991

Library Board, and paid by the jurisdiction for which they are incurred. The type of facility to be used to house a local collection shall be determined by the governing body of the city or county in which that collection exists. However, the Regional Library Board may refuse to permit local collections to be housed in facilities it determines to be inadequate to provide minimal protection to the collections.

(d) Bookmobile, Books-By-Mail, and other extension services shall be contracted separately by each jurisdiction with the Regional Library Board upon such terms and conditions as the Board and the contracting jurisdiction find mutually agreeable.

5. The Regional Library Board shall designate one of the participating jurisdictions as the fiscal agent of the regional library system. The fiscal agent shall act as the system's accounting and disbursing office, maintaining personnel, payroll records, purchasing accounts and monthly statements, and contracting for annual audits. All fund balances shall be invested and earnings accrued to each fund. Each jurisdiction shall pay its share of the costs, determined as provided above, to the fiscal agent on a quarterly basis. The fiscal agent shall be paid an annual sum equal to two (2%) of the annual operating budget of the Regional Library Board system for the services rendered.

6. The Regional Library Board shall determine hours and

AMENDED REGIONAL LIBRARY AGREEMENT - 1991

places of library service and determine all policies, in accordance with state statutes and the state library regulations. The Regional Library Board's policies, formulated on recommendation of its member and the Director, shall govern the selection, emphasis and distribution of library books, periodicals, and other library materials, the provisions of supplementary services to schools and other institutions, the use of public meeting rooms, and every other question of service, policies, or expenditures within the limits of annual appropriations. Regulations concerning all services, including branch libraries and bookmobiles, shall be promulgated by the Regional Library Board.

7. All library employees, whether engaged in local or regional cost activities, shall receive compensation and benefits established by the pay and classification plan adopted by the Regional Library Board.

8. The Regional Library Board will submit the annual budget request by *January 15th* of each year and each jurisdiction will consider the Regional Library budget as part of the normal budget process.

9. Gifts of money, books, or other useful donations may be accepted by the Regional Library Board for general use in the library system, or for particular use in the library branch or

AMENDED REGIONAL LIBRARY AGREEMENT - 1991

jurisdiction designated by the donor.

10. The Regional Library will retain all fines and fees in a separate equipment fund to be used for maintenance, replacement, and purchase of equipment.

11. The Regional Library will retain a year-end fund balance not to exceed five percent (5%) of the total annual operating budget.

The Regional Library Board will report annually to each jurisdiction regarding the statistics of use, status of programs, and summarizing of activities of the fiscal year.

The Regional Library Board will, after each year's audit, return to each jurisdiction its share of any carryover funds in excess of those amounts necessary to fund the reserve fund. The return of such funds to each locality will be prorated on the same basis in which they contributed the costs. The Board may formally request uses for these returned carryover funds.

12. The Regional Library has the authority to establish a capital fund to be funded by annual budget allocations.

13. In the event any participating jurisdiction determines to dissolve this agreement as provided by the *Code of Virginia, Section 42.1-42*, as amended, the distribution or allocation of buildings, books, furnishings, and equipment shall be negotiated by

AMENDED REGIONAL LIBRARY AGREEMENT - 1991

a joint committee appointed by all the participating jurisdictions. However, any library books or other media, permanently assigned to any particular local collection at the time that negotiation for dissolution begins, shall remain in the jurisdiction responsible for that local collection for its use or disposal.

14. This agreement may be executed in one or more counterparts, any one of which need not contain the signatures of more than one party, but all of such counterparts taken together shall constitute one and the same agreement. This agreement shall be in force and effect upon its approval by all participating jurisdictions.

9/24/91

DS:dlg

AMENDED REGIONAL LIBRARY AGREEMENT - 1991

IN WITNESS WHEREOF, the governing bodies of the participating jurisdictions have caused this agreement to be executed and attested by their duly authorized officials.

COUNTY OF ALBEMARLE

BY Frederick R. Bowie

ATTEST:

\_\_\_\_\_

DATE OF GOVERNING BODY APPROVAL:

May 8, 1991

CITY OF CHARLOTTESVILLE

BY Linda Peacock

ATTEST:

\_\_\_\_\_

DATE OF GOVERNING BODY APPROVAL:

May 20, 1991

COUNTY OF GREENE

BY \_\_\_\_\_

ATTEST:

\_\_\_\_\_

DATE OF GOVERNING BODY APPROVAL:

COUNTY OF LOUISA

BY William C. Porter, Jr., County Administrator

ATTEST:

\_\_\_\_\_

DATE OF GOVERNING BODY APPROVAL:

May 6, 1991

COUNTY OF NELSON

BY \_\_\_\_\_

ATTEST:

\_\_\_\_\_

DATE OF GOVERNING BODY APPROVAL:

\_\_\_\_\_

9/24/91

60

**From:** Fairfax County Public Schools <FCPSkit@fcps.edu>  
**Sent:** Saturday, March 29, 2014 10:00 AM  
**To:** Clay III, Edwin S.  
**Subject:** FCPS Community Focus Group Invitation

A message from FAIRFAX COUNTY PUBLIC SCHOOLS

Dear Community Member,

Fairfax County Public Schools (FCPS) is moving forward in maintaining its status as a leader in education by launching a strategic planning process to determine a common vision and direction for the future of our schools. The process is designed to engage all school system stakeholder groups, including those who do not have children in the schools. You have been selected as a focus group participant because your perspective is valued as a community representative. A consultant from ECRA Group, Inc., our partner in the strategic planning process, is facilitating the focus groups meetings. During the session, you will be asked for your thoughts regarding community values, FCPS strengths, challenges, significant issues, and your vision for the future of FCPS.

You are invited to attend one of three Community Focus Group meetings:

- Monday, April 7, at 7-8:30 p.m. at Edison High School, Lecture Hall
- Monday, April 7, at 7-8:30 p.m. at Lake Braddock Secondary School, Lecture Hall
- Monday, April 7, at 7:30-9 p.m. at Rocky Run Middle School, Teen Living Area

Please register to attend one of the meetings [here](#).

Your participation is important. Feedback from the focus group will help to guide the remainder of the planning process and be incorporated in our strategic plan. Additionally, all community members will have the opportunity to provide input into the process through a community survey that will take place in a later phase of the process. Please feel free to contact Barbara Hunter, assistant superintendent, communications and community outreach, at 571-423-1200, with any additional questions.

I look forward to and appreciate your participation. Thank you!

Sincerely,

Dr. Karen K. Garza  
Superintendent



Clay III, Edwin S.

---

**From:** King, Debra  
**Sent:** Thursday, March 13, 2014 9:12 AM  
**To:** Clay III, Edwin S.  
**Cc:** Strotman, Katie  
**Subject:** 50 + Plan Meeting Notes

Sam:

Here are some talking points and background information for your 3:00 meeting today:

**Library Usage Statistics 50+ cohort:**

FY 2012 user survey showed 22% of our customers are age 65+.

A FY 2012 sort of our borrower database showed that 9% of our registered borrowers were age 65+

Our user data does not currently provide statistics for the 50-64 age group since those ages are currently reflected in the "adult" category which is a large cross section post-teen years. Perhaps something we need to consider in the future?

**Collection Development:**

FCPL continues to offer Large Print titles in fiction and nonfiction, a collection popular with the 50+ customers.

Titles are purchased on topics such as health, finance, retirement lifestyle planning, independent retirement in place, elder care and safety, working in retirement, grand parenting, parents of adult children, and other topics that are specifically targeted towards those 50+. (See catalog subject headings starting with "Older People" for more detail.)

Access Services also provides Talking Books to people with vision loss, and deposit collections (from branch collections) to retirement communities.

Books on CD are often used by older customers who are not easily able to read regular print and find listening to books to be easier. Many of these customers also use the eAudio book format in our Overdrive collection. The EPUB format allows users of eBooks to adjust the font of an eBook to the equivalent of a large print book, making our eBook collection through Overdrive more accessible to an older population.

Many retired customers are avid users of our online databases from Morningstar, Standard & Poor's and Value Line as they track their retirement portfolios and investments.

**Programs:**

Early Literacy is part of the intergenerational initiative with the Elementary School pilot. Renee Edwards and her department are training senior volunteers to help kindergarten teachers.

KP has offered Monday afternoon programs for seniors caretaking grandchildren who are seeking activities to share on early out school days.

PH hosts a Classic Books Discussion that meets on Thursday afternoons which attracts seniors and retirees.

Several branches have held programs focused on consumer or health information target at older adults by scheduling these events on a weekday in the morning or afternoon.

OK Branch Manager, Jerilyn Polson works closely with Sunrise. OK also created a "senior" space with several stacks of materials devoted to senior concerns. The space includes ADA furniture to create a "senior nook" near the front of the building for reading and browsing. The staff created this initiative a few years ago in response to the number of seniors observed seeking comfortable seating and inviting space that would encourage them to extend their visit time when coming to the library.

GF Branch Manager, is host and advisor to the GF Seniors Without Walls and presented two programs that were very well attended. She also regularly attends their meetings and acts in an advisory capacity.

KN has participated in joint programs with the Kingstowne Center for Active Adults. Programs have included the Independent Living Project, Art Classes, History Club, and e-Reader training, the latter conducted by KN staff.

MW Branch Manager, Cindy Hall participated in an OpenHouse at the Huntington Senior Center. She shared information about AS materials.

SH provides office space to Mount Vernon at Home, part of a national "village" movement that assists seniors in aging in place. We are receiving similar requests for office space in other branches, including the WW branch once renovation work is completed.

There are more programs, but this is a representative sample of the variety of activities and initiatives to share in your meeting.

#### **Volunteers and Friends at FCPL:**

Volunteer Coordinator, Erin Chernisky, reports that while age information is not collected in her department at this time, she polled the branches and has provided an estimate.

Percentage of volunteers over age 50 is approximately 75%.

Percentage of Friends over age 50 is 90%.

Let me know if there is anything else you need before the meeting.

Debbie

54

## Attachment 13

### Fairfax County Public Library Board of Trustees

#### CONSIDERATION ITEM

April 9, 2014

ISSUE: To confirm a date for Staff Day (Professional Development) and determine if all branches will be closed on the date selected.

RECOMMENDATION: It is recommended that Staff Day be scheduled for Thursday, October 2, 2014 and that the branches be closed to the public for the duration of the day.

#### BACKGROUND:

The Staff Day Planning Committee kicked off their activities on February 20 by reviewing the survey results and discussing logistics, format, resources and communication. The meeting minutes are attached for your review.

The committee determined that the first order of business would be to secure a date so the focus could then shift to reserving a location and speakers. Through thoughtful deliberation and a careful review of the survey results, the committee determined that Thursday, October 2 would be a reasonable date for Staff Day 2014.

- Programming for the branches has already been scheduled for March, April and May.
- Branch staff is heavily engaged in booktalks in May.
- The Summer Reading Program keeps branches and staff very busy through the summer months and beginning of September.
- Fall for the Book runs from September 11-18
- Rosh Hashanah falls on September 25
- Columbus Day holiday falls on the weekend of October 11.

The committee has proposed a full-day session for Staff Day (8-hours) and respectfully requests that branches be closed for the duration of the day on Thursday, October 2 so that all staff the opportunity to participate and be fully focused on their development.

On behalf of the committee, we appreciate your consideration. I'm happy to respond to any questions or concerns regarding this request.

#### Attached Documents:

- (1) Minutes from Staff Day Planning Committee meeting
- (2) Results summary from Staff Day employee survey

Staff Day Planning Committee Meeting  
February 20, 2014

Minutes

Thanks to those who were able to participate in our first meeting. We had a candid and productive discussion and made some progress in this early stage. I apologize again for the cozy room accommodations. I received a few comments from those who sit near the conference room. They all thought we were having way too much fun! Let's hope that continues as we move through this planning process.

I'm working with our IT folks to get the team site set up so that we can exchange information and ideas in a central location. I will send the link as soon as it is available.

After introductions and a brief overview of the survey responses, the following topics were discussed:

- **Staff Day Logistics**

- Date – It was suggested that we look at late September 2014. This gives more flexibility for a venue without worry of conflicts with booktalks, SRP or vacation plans. There was a mention that it not interfere with Fall for the Book. Fall for the Book is scheduled from Thursday, Sept. 11 through Thursday, Sept. 18. The only remaining Thursday is September 25. However, September 25 is Rosh Hashanah. What do we think about pursuing October 2?
- Time – The group decided in agreement with the survey responses that Thursday would be the preferred day of the week. Committee agreed that all branches should be closed that day. Suggested start time for registration was 8:30 a.m. Suggested end time was 4:30 p.m.
- Length – The preliminary format suggested would best be accommodated with an 8-hour day that includes breakfast and lunch.
- Attendance – There was much discussion around mandatory vs. optional attendance. As a consensus, the group agreed that all staff (including pages) should be given the opportunity to participate. The committee agreed that “mandatory” was a bit intimidating and perhaps in the marketing of the event a softer term could be used. Staff could be “encouraged” to participate. Committee members agreed that staff members choosing not to participate in staff day would be required to use personal leave.
  - Question – there were questions regarding pages and exempt staff. If exempt staff participate, can staff choose whether they use this 8 hours as part of their scheduled hours or overtime? The committee was concerned that using as scheduled hours would negatively impact the branches (particularly with the page staff). I am still awaiting a response to this question.
- Location – A number of suggestions were given on location. Once the date is confirmed, the location subcommittee can look at options including:
  - Area high schools; Conference Center at George Mason; Chantilly Conference Center; Mott Center, etc.

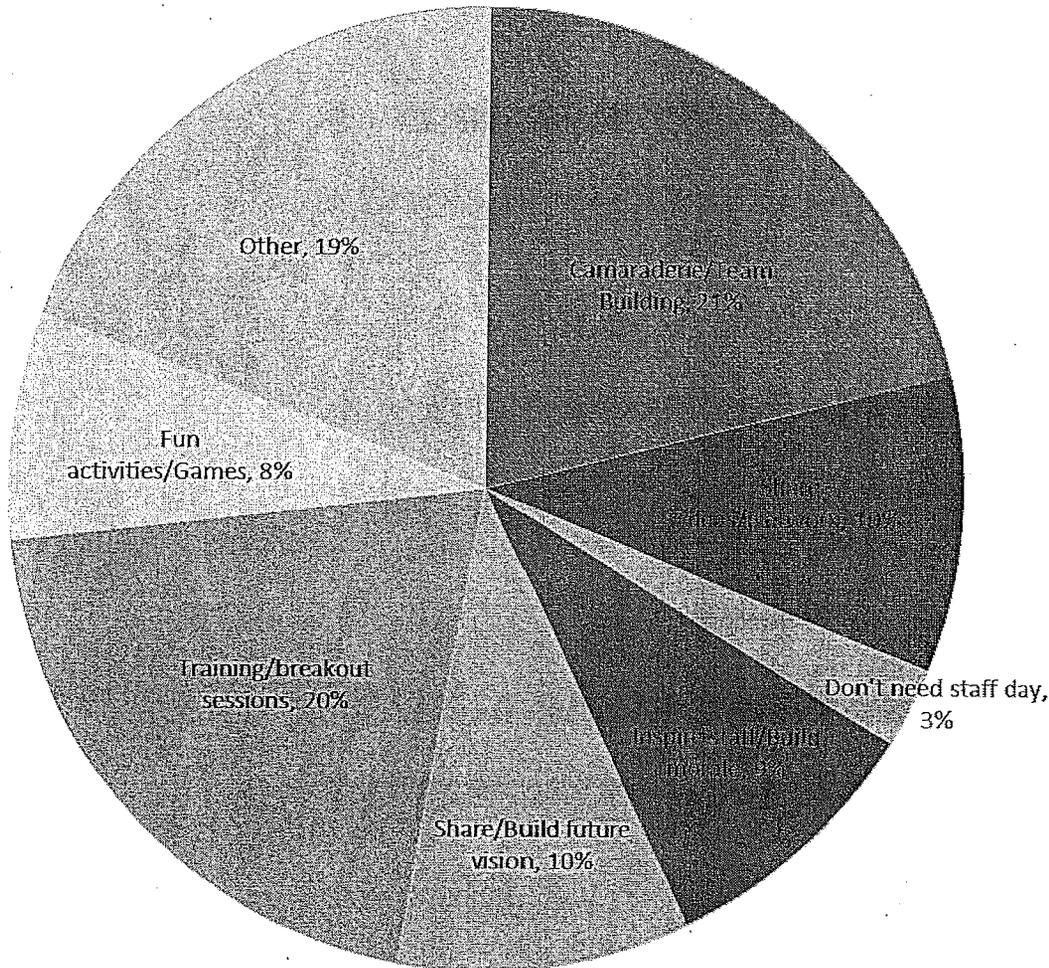
- **Staff Day Format** – The following loose format was agreed upon by the committee:
  - Registration/Breakfast
  - Keynote Speaker (Funny, motivational)
  - Morning Breakout Sessions – These would be a mix of 1- and 2-hour sessions that include options for both professional and personal development that would accommodate suggestions received from survey responses.
  - Lunch Break – lunch would be on site where all staff could gather in one room and use this time for informal fellowship among staff – social time.
  - Afternoon Breakout Sessions – Similar to those offered in the morning, these would be a mix of 1- and 2-hour sessions that include options for both professional and personal development that would accommodate suggestions received from survey responses.
  - It was also suggested that we partner with other county agencies to see if they would be willing to set up booths where FCPL staff could browse during the breaks and lunch to get information from other agencies (for example, Retirement agency, health screenings offered by DHR, Park Authority/Rec Centers.) This would be in response to branch staff feeling separated from county services in general – not having access to sessions/services available to employees that work in the government center.
  
- **Resources**
  - There was a consensus among the staff that when possible we draw on the experiences of fellow county staff and services offered by other county agencies for training and workshop opportunities.
  - Committee suggested requesting funds from EAC (offered \$500 already), Friends groups, Foundation to help offset cost of Staff Day.
  
- **Allocating Resources**
  - Committee agreed tasks would be completed most efficiently if the group broke into subcommittees. The subcommittees were determined and are listed below. A sign-up sheet will be available as soon as our team site is ready to go. As a reminder, the committee members will be responsible for investigating and information gathering and will bring information back to the full committee before final decisions are made. You can sign up for more than one subcommittee but please be mindful of your branch responsibilities.
    - Location/Venue
    - Professional Development
    - Personal Development
    - Keynote Speaker
    - Food (determine breakfast, lunch and snack options; set-up/take down logistics)
    - Outreach (recruiting other county departments to participate in a “service fair” with fun giveaways and info on services offered (DHR health screenings, Retirement Agency, EAC)
  
- **Resources Needed** – We can fill in the blanks here as we begin moving forward.
  
- **Committee Communication**
  - fairfaxNET webpage for all staff
  - fairfaxNET team site for committee members

- Meeting minutes
  - Updates in Your 411 Weekly
  - Marketing of event to staff (theme contest, workshop survey, etc. to keep staff engaged and encourage participation)
- **Future Meetings**
    - It was suggested that the committee meet monthly for now and more frequently as Staff Day approaches.
    - Suggested that meetings alternate between Tuesdays and Thursdays.
    - I received another suggestion to move the meeting time to Wednesday mornings or Monday/Tuesday afternoons to accommodate branch needs. I will add this to our discussion items for our March 18 meeting and the April meeting will be scheduled accordingly.
    - It was agreed that meetings will be held at Government Center (This can always be changed if location becomes an issue).
- **Other suggestions:**
    - FCPL bag for participants to hold their conference items and information
    - Keynote address should be motivational (similar to a TedTalk)
    - Theme contest to engage staff (suggested modest prize for the winning theme)
    - Survey to help fine tune workshop and training offerings (professional and personal)
    - Door prize drawings; random prize giveaways
- **Next Meeting – March 18, 9:30-11 a.m.**
    - Discussion Items
      - Committee Meeting time (Weds. mornings? Monday or Tuesday afternoons?) Please think about what time would typically have the least impact on your branch.
      - Staff Day Date – Given that Fall for the Book is scheduled for 9/11-9/18, the only remaining Thursday is September 25 (Rosh Hashanah). If we push to early October, we'd be looking at October 2. Please consider pros and cons for each of these dates. We will decide on preferred date and move forward with a proposal to the Library Board requesting branch closings. The quicker we decide on a date, the quicker we can move forward on venue selection. ADDENDUM: After receiving comments from committee members, it was determined to pursue Thursday, October 2, 2014.
      - Opportunity for Subcommittee Discussions/Brainstorming
      - Please suggest other discussion items via email to Moir. I will add suggestions to agenda for March 18.

## Staff Day 2014 Survey Summary

This document represents only a graphical summary of the 212 responses to the Staff Day survey. Specific responses to all questions are available on FairfaxNET. It is important to note that every participant did not respond to every question so the "Total" number represented under most questions refers only to the number of responses received for that particular question.

**Question:** What are your expectations for a staff day? What do you hope to gain from participating in a staff day?



**OTHER** includes responses that fall within the categories below with percentages represented in parentheses:

- Food (4.6%)
- State of Library address (4.09%)
- Open Dialogue (4.09%)
- Appreciation/Recognition (3.07%)
- Entertainment (1.53%)
- Don't Know (1.28%)
- Prefer Cluster/Branch Staff Day (0.51%)

Question: How would the expectations/goals mentioned above best be achieved?

a. With a Keynote speaker?

Yes

118 (59%)



No

80 (40%)



Total: 199

b. With Workshops/breakout sessions?

Yes

165 (81%)



No

38 (19%)



Total: 204

c. Training sessions?

Yes

140 (70%)



No

61 (30%)



Total: 201

d. Group meeting time (Info, Circ., Youth Services, etc.)?

Yes

122 (60%)



No

80 (40%)



Total: 202

Question: Are there specific sessions (trainings or workshops) that you would like to have available?  
(Please note: specific responses to this question can be viewed on FairfaxNET.)

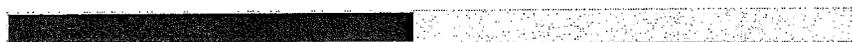
Yes

99 (51%)



No

94 (49%)

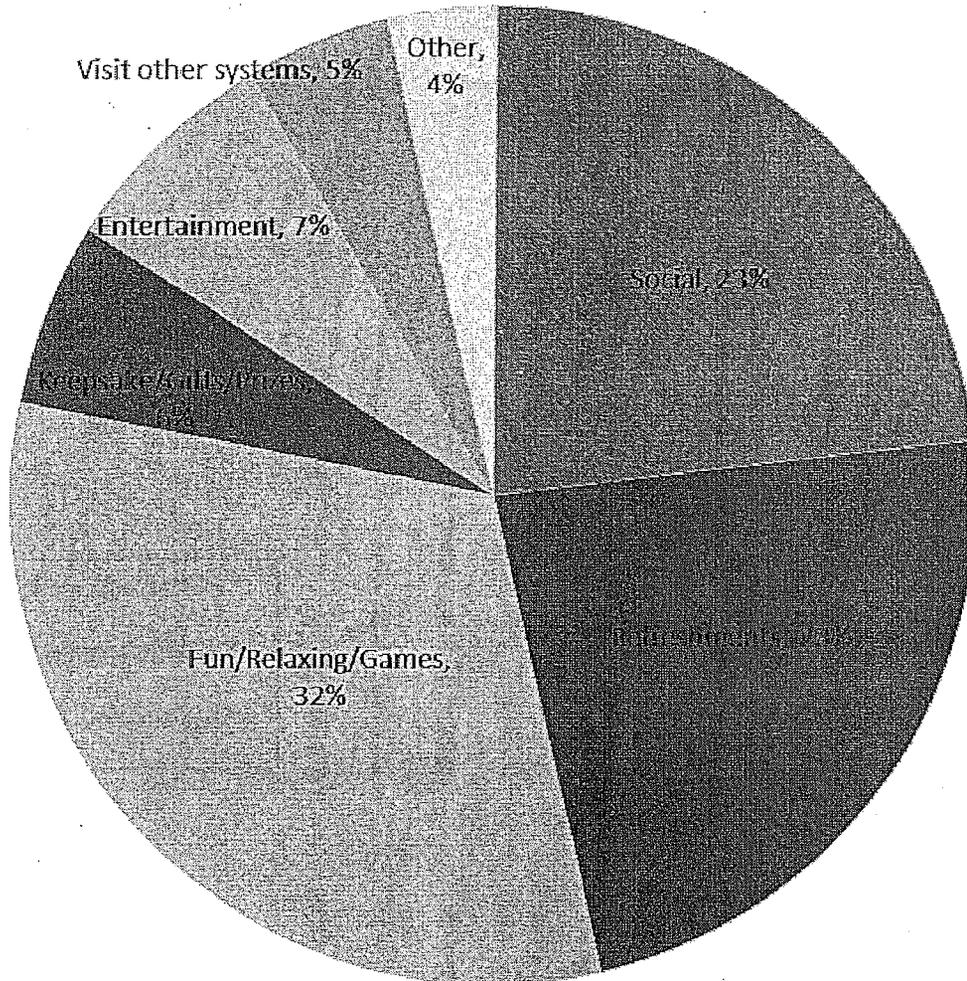


Total: 193

60

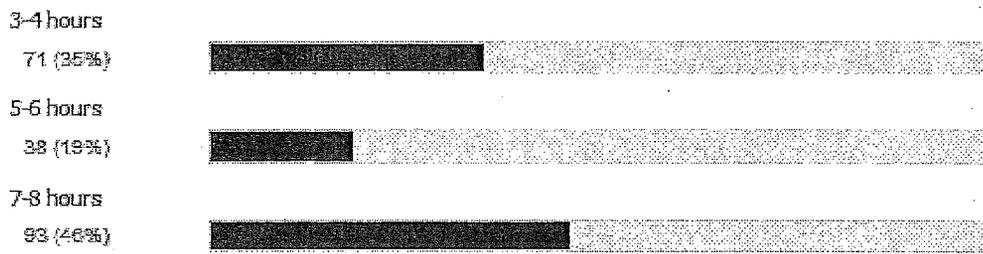
Question: Other (please share other ideas/suggestions that are not represented or captured above.)

Please note: Many of the responses to this question were suggestions for training sessions, group meetings, workshops or keynote speakers which were represented in the previous question. The summary shown below represents only those responses not captured in previous questions. All responses are available on FairfaxNET.



Question: What should be the format for Staff Day?

a. Length:



Total: 202

Question: What should be the format for Staff Day? (continued)

**b. Attendance:**

Mandatory

128 (65%)

Optional

70 (35%)

Total: 198

**c. Preferred day of the week:**

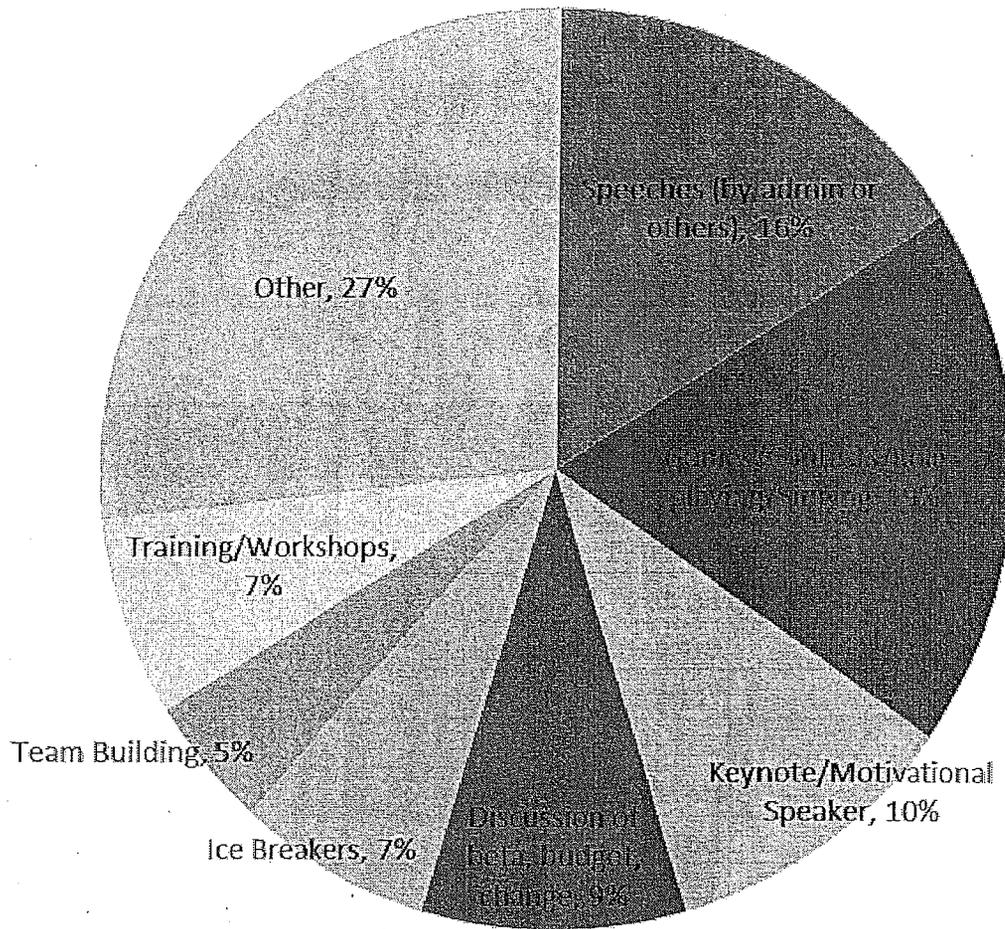
	1st Choice	2nd Choice	3rd Choice	
Monday	(%) 9	12	7	15
	1	2	3	N/A
Tuesday	(%) 9	14	20	12
	1	2	3	N/A
Wednesday	(%) 15	22	16	10
	1	2	3	N/A
Thursday	(%) 45	18	11	8
	1	2	3	N/A
Friday	(%) 15	10	15	13
	1	2	3	N/A

1<sup>st</sup> overall – Thursday  
 2<sup>nd</sup> overall – Wednesday  
 3<sup>rd</sup> overall – Tuesday

Total: 198

62

Question: What should NOT be included in Staff Day?



**OTHER** includes responses that fall within the categories below with percentages represented in parentheses:

- Duplicative Training/Training offered elsewhere (4.07%)
- Wasted Time/Lots of Down Time (3.49%)
- Work (3.49%)
- Complaining (2.91%)
- Division by Group/Dept. (2.33%)
- Admin/FCPL Staff Facilitating (1.74%)
- Awards/Recognition (1.74%)
- Social Hour (1.74%)
- Admin (1.74%)
- Potluck/Cheap Snacks (1.74%)
- Alcohol (0.58%)
- Family (0.58%)
- Branches Closed (0.58%)

Question: Would you like to be considered as a member of the staff day planning committee?

Yes

21 (11%)

No

164 (89%)

Total: 185

Please note: Any individual who wanted to be considered as a member of the staff day planning committee was accepted. The full committee is listed below.

First	Last	Branch
Kim	Appich	FX
Bonnie	Bochert	JM
Chahinaz	Bouzid	GM
Jill	Burgard	MW
Moira	Folsom	AD
Karen	Gates	AD
Anne	Heising	LO
Danielle	Hopson	AD
Kay	Karim	TJ
Anita	Kinney	GM
Jennifer	Koenig	KN
Alicia	Korker	TY
Jaye	Lahlou	CH
Anh	Luong	HE
David	Mercer	SH
Matthew	Moffett	BC
Jerilyn	Polson	OK
Barbara	Rice	KN
Rabinder	Singh	TJ
Linda	Vandenakker	MW
Laura	Wickstead	FX
Jill	Wright	FX

64

## Fairfax County Public Library Board of Trustees

### ACTION ITEM

April 9, 2014

**ISSUE:** To become informed about technology issues that affect public libraries and the Fairfax County Public Library.

**RECOMMENDATION:** Establish a standing Technology Committee of the Fairfax County Public Library Board of Trustees.

### BACKGROUND:

The Library Board of Trustees had a Technology Committee through the 1980s. After the integrated library system was running well in 1990, the Technology Committee ceased to meet. As other technology issues arose, the Board Chair appointed an ad hoc Technology Committee to address any issues.

Technology is changing the publishing industry. The availability of books and information in digital formats is growing. More information is available electronically and providing the best possible web presence is the library's goal. However, it is important to balance demand for digital access and ebooks with the continuing demand for print materials. Finding the right balance between electronic resources and traditional library service will be an ongoing challenge in the pivotal years ahead.

Technology is also changing the way customers use libraries, in terms of building layout and design, physical resources offered, and software tools. Wired computer hardware is declining in usage, but demand for access to wireless is increasing at a significant rate. Customers in library buildings want different kinds of furniture, increased access to power outlets, and broader range of equipment for use in public meeting rooms. Many library systems are exploring loaning computer hardware, tablets and eReaders to the public. There are numerous emerging opportunities for community-based technical resource sharing, such as computer labs, makerspaces and training classes. There is also growth in the demand for software tools that support and assist customers outside the library building, such as online reference, online training, and Discovery Layer tools for the catalog.

### POSSIBLE TOPICS FOR COMMITTEE ACTIVITY:

- Review of FCPL System IT Plan
- Monitor technological advances in public libraries
- Discuss issues surrounding possible replacement of FCPL's ILS (Integrated Library System) software
- Participate in dialogue related to implementation of Comprise (Attachment: Public PC Survey)
- Advise on issues related to user experience of FCPL's web and social media presence

## Public PC Survey

Fairfax County Public Library

April 2014

The Comprise implementation will replace Pharos with Smart Access Manager (SAM) for public internet PC time and print management.

One important aspect of this change is that SAM does not support internet sessions in 45-minute increments, rather 30-minute or 60-minute increments only.

A second important aspect of this change is that Comprise handles extended sessions differently than Pharos. Currently, Pharos monitors queue status, and will shorten extended sessions if new customers join the queue.

With Comprise, as with Pharos, customers will receive extended sessions only when no customers are waiting.

However, those who receive extended sessions will receive a **complete additional session**, such as 30 or 60 minutes. Customers who join the queue after extended sessions are granted must wait until these extended sessions are completed or the customer logs off.

Please keep both these aspects in mind when answering the questions below.

=====  
=====

FCPL needs to decide how to configure our public internet PC sessions, going forward, in a way that best supports customer needs and staff preferences.

This survey is intended to gather your opinions about how best to configure our public PCs. There is space for comments at the end of each question, and at the bottom of the survey.

---

**Your Branch \***

le6

---

**1. This branch has enough internet PCs to meet demand.**

- All the time
  - Most of the time
  - Sometimes
  - Rarely
  - Never
- 

**1. Remarks**

---

**2. This branch has enough catalog PCs to meet demand.**

- All the time
  - Most of the time
  - Sometimes
  - Rarely
  - Never
- 

**2. Remarks**

---

**3. I would consider giving up public internet PCs at this branch.**

- Yes
  - No
- 

**3. Remarks**

---

**4. I would consider giving up catalog PCs at this branch.**

Yes

No

---

**4. Remarks**

---

**5. I would consider converting public internet PCs to catalog PCs at this branch.**

Yes

No

---

**5. Remarks**

---

**6. I would consider converting catalog PCs to public internet PCs at this branch.**

Yes

No

---

**6. Remarks**

---

**7. What is an acceptable customer wait time for a public internet PC?**

68

---

**8. When the decision is made to go with 30-minute or 60-minute sessions, I would prefer to change to the following.**

- 30 minute sessions
- 60 minute sessions

---

**8. Remarks**

---

**9. If the decision is made to go with 30-minute sessions, I would prefer to change to:**

- 1 session per customer, per day
- 2 sessions per customer, per day
- 3 sessions per customer, per day
- 4 sessions per customer, per day

---

**9. Remarks**

---

**10. If the decision is made to go with 60-minute sessions, I would prefer to change to:**

- 1 session per customer, per day
- 2 sessions per customer, per day
- 3 sessions per customer, per day
- 4 sessions per customer, per day

---

**10. Remarks**

---

**11. Some library systems have Express PCs that allow for customers to quickly check email or print a boarding pass. With Comprise, the Express / 15 minute station cannot be used for sessions of any other length. It is for 15-minute sessions only. No extended sessions are possible.**

**Would you consider implementing 15-minute Express stations at your branch?**

- Yes  
 No

---

**11. Remarks**

---

**11a. There are two ways to configure these 15-minute stations.**

- 1. Customers can use the 15-minute station without a library card or guest pass. Sessions on these stations are configured to expire after 15 minutes of use. Logging in is not required, however, printing is not possible without using a library card or guest pass. There is no mechanism for keeping one individual from repeatedly using this 15-minute station, so staff intervention may be required.**
- 2. These customers can sign in with a library card or guest pass. If this is the case, they may print as usual, and their 15-minute sessions would be tracked as part of the daily session limit attached to that card or guest pass.**

**Please note that sessions on the 15-minute station cannot be extended. Any actions not completed or print jobs not sent within the allotted 15 minutes are deleted, regardless of whether the customer used a library card or guest pass or not.**

**If you think this would work at your branch, which configuration would you prefer?**

- Option 1, without session log in  
 Option 2, with session log in using library card or guest pass

---

**11a. Remarks**

---

**12. During the transition period from cash registers to kiosks we may not be able to collect payment for guest passes. Customers would continue to get guest passes through the current Pharos process, but would not be charged. Please describe your preferences in this matter.**

- This would be OK for however long is necessary at this branch.
- This would be OK, but only for a certain amount of time at this branch. Please enter your suggested duration below.
- I anticipate this being a real problem at this branch, no matter how long it lasts.

---

**12. Remarks**

---

**Other questions and comments.**



2c.



COUNTY PUBLIC LIBRARY'S SEVENTY-FIFTH ANNIVERSARY  
(1 p.m.)

CASTRILLI

Supervisor Hyland asked unanimous consent that the Board direct the Office of Public Affairs to invite the Director of the Library System, Dr. Clay, the Library Board members and Deputy County Executive Dave Molchany to appear before the Board to be recognized for the seventy-fifth anniversary of the Public Library. Without objection, it was so ordered.



Subject:

FW: Early Literacy Outreach Visits – March 2014

March 2014

Early Literacy Outreach Storytimes

Renee	Susie	Trinity	Jane
<b>LO</b> 3/25 – Patricia’s Daycare*	<b>FX</b> 3/31 – Sparkles	<b>CE</b> 3/18 – Centerville ES Head Start	<b>CE</b> 3/5 & 3/26 – Maias Child Care*
<b>MW</b> 3/7 – Cameron ES Head Start	<b>HE</b> 3/5 – Clearview ES Head Start 3/15 – McNair ES Head Start	<b>GM</b> 3/27 – Braddock ES Head Start 3/20 – Weyanoke ES Head Start	<b>CH</b> 3/7 & 3/26 – Mauaheb A Family Child Care
<b>PH</b> 3/5 – Bright Horizons	3/19 – Hutchison ES Head Start	3/19 – Annandale Terrace ES Head Start	<b>FX</b> 3/6 – Childcare Garden* 3/11 – Meena A Family Child Care*
<b>SH</b> 3/25 – KinderCare Buckman Rd	3/5 – Drainesville ES Head Start	3/19 – Belvedere ES Head Start	<b>GM</b> 3/12 – Arnita’s Daycare* 3/12 – Sara A Family Child Care* 3/13 – Jovan Day Care*
<b>WW</b> 3/14 – Bailey’s ES Head Start	<b>LO</b> 3/7 – Lorton Station ES Head Start 3/7 – Minnieland Gunston Plaza 3/7 – Halley ES Head Start	3/17 – Mason Crest ES Head Start	<b>MW</b> 3/24 – Groveton ES Head Start 3/25 – Mount Eagle ES Head Start
*family child care provider		<b>RB</b> 3/20 – North Springfield ES Head Start	<b>KN</b> 3/7 & 3/25 – JoAnn Blanks Child Development Center 3/18 – A Great Place to Play*
<b>Other Early Literacy Activities</b> 3/1 – “Keep Children ENGAGED” workshop at GMU Professional Development Day	<b>MW</b> 3/21 – Bryant Early Learning Center	<b>RR</b> 3/26 – Laurel Learning Center 3/26 – TLC4Kids 3/26 – Great Day Learning Center	<b>LO</b> 3/10 – Lucky Stars Preschool Academy* 3/10 – Dina’s Little Child Care*
3/1 – “Extending the Fun in Your Storytimes” child care provider workshop at SH (assisting)	<b>SH</b> 3/20 – Washington Mills ES Head Start 3/20 – Woodley Hills ES Head Start 3/20 – Riverside ES Head Start 3/20 – Hybla Valley ES Head Start	<b>SH</b> 3/21 – Mount Vernon High School Head Start 3/21 – Lil’ Majors Preschool	<b>OK</b> 3/6 – Providence ES Head Start
3/10 – Baby Artsplay at RB	3/24 – Mount Vernon Woods ES Head Start		<b>PH</b> 3/27 – Happy Younglings
3/19 – “Guiding Children’s Behaviors ” child care	<b>TJ</b>		

<p>provider workshop at CH (assisting, OFC presenting)</p> <p>3/20 – “What’s New in Children’s Picture Books” presentation at Fairfax United Methodist Church</p> <p>3/26 – Nook Storytime at OK (assisting)</p> <p>3/17 – Baby Artsplay at FX</p>	<p>3/6 – Beech Tree ES Head Start</p> <p>3/6 – Pine Springs ES Head Start</p> <p>3/31 – Fairhill ES Head Start</p> <p><b>TY</b></p> <p>3/25 – Freedom Hill ES Head Start</p> <p>3/25 – Westgate ES Head Start</p> <p><b>Other Early Literacy Activities</b></p> <p>3/1 – “Extending the Fun in Your Storytimes” child care provider workshop at SH (presenting)</p>	<p><b>TJ</b></p> <p>3/14 – Westlawn ES Head Start</p> <p>3/5 – James Lee Preschool</p> <p>3/7 – Graham Road ES Head Start</p> <p>3/7 – Timber Lane ES Head Start</p> <p><b>WW</b></p> <p>3/6 – Glen Forest ES Head Start</p> <p>3/5 – Seven Corners Children’s Center</p> <p><b>Other Early Literacy Activities</b></p> <p>3/1 – “Extending the Fun in Your Storytimes” child care provider workshop at SH (presenting)</p>	<p>LLC*</p> <p><b>RB</b></p> <p>3/13 – Bren Mar ES Head Start</p> <p><b>RR</b></p> <p>3/19 – Horizon Child Development</p> <p>3/19 – Robert E. Simon Jr. Children's Center</p> <p>3/5 – Dogwood ES Head Start</p> <p><b>SH</b></p> <p>3/18 – Creative Learning School</p> <p><b>TJ</b></p> <p>3/11 – Wecare Daycare*</p> <p>3/27 – Creative Learning Daycare*</p> <p><b>WW</b></p> <p>3/11 – Parklawn ES Head Start</p> <p>3/27 – Dawn of the Smurfs*</p> <p><b>Other Early Literacy Activities</b></p> <p>3/1 – “Keep Children ENGAGED” workshop at GMU Professional Development Day</p> <p>3/20 – “What’s New in Children’s Picture Books” presentation at Fairfax United Methodist Church (assisting)</p> <p style="text-align: right;">*family child care providers</p>
--	---	---	---

76

**Subject:** FW: Marketing Update - 03.26.14

**From:** Jones, Gwendolyn Anne

**Sent:** Wednesday, March 26, 2014 5:15 PM

**To:** LIB-BRANCH MANAGERS; LIB-BRANCH MANAGERS ASST

**Subject:** Marketing Update - 03.26.14

Hi Everyone,

Here is a rundown of recent marketing initiatives:

- The Zinio marketing campaign launched March 1.
  - o You should have received your Zinio bookmarks in early March.
  - o Please feel free to include the digital display slide in your slideshow. Slides are now available on the [Digital Display Team site](#) on FairfaxNet.
  - o A few copies of the poster promoting Zinio were sent to the branches to get you started. It is also available on FairfaxNet: [General Magazine Section sign](#)
  - o A few copies of a Zinio shelf sign were also sent to the branches. It is also available on FairfaxNet: [Individual magazine shelf sign](#). The shelf sign can be adhered to a periodicals shelf beneath any periodical that is available on Zinio. That way, if a customer is reading the printed copy, other customers will be alerted to its availability on Zinio. If you would like to request custom versions of this sign for specific titles, please contact us.
  - o Please talk up Zinio to your customers as part of a "word of mouth" campaign. We have created a desk sign with talking points on the back for library employees to refer to if asked about Zinio: [Circulation desk talking points poster](#)  
Please let us know if you want printed copies of this sign.
- ILLiad, the new interlibrary loan system, is scheduled to launch in April. Promotional materials are in development – more information to follow.
- Posters and bookmarks for the Joe Yonan program at TY on 4/17 should soon be arriving in the branches. A digital display slide promoting the program is now available on the [Digital Display Team site](#) on FairfaxNet.
- In our last marketing update email, we asked you to provide feedback on the You and Your Child brochure. A [draft](#) of the brochure is posted on FairfaxNet. If you haven't already responded, please review and share any feedback you have by April 4.
- A few weeks ago, marketing offered tabletop displays to any branch that doesn't currently own one. Nearly everyone took us up on our offer. The displays will be distributed to branches at the April 1 Branch Managers meeting.
- 75<sup>th</sup> Anniversary Update
  - o Kids Activity: A set has been created on Flickr for branches to share their submissions. Please scan some of your submissions and add them to the set. We would love to see what the kids have come up with and share them on social media with our followers.
  - o 75<sup>th</sup> Anniversary boards and silver markers and 75<sup>th</sup> Anniversary Display graphics will be distributed at the April 1 Branch Managers meeting
  - o Coming soon: 75<sup>th</sup> anniversary bookmarks and posters

- Reminder: when you post photos of your branch events on Flickr, please let us know. We would love to share these images through social media.
- A request from Marketing: If you are active on Facebook, please consider liking our page and interacting with our posts. The more interaction we have, the farther our posts spread.

**Gwen Jones**  
Fairfax County Public Library  
Supervising Graphic Artist  
703-324-8303

# Parking Lot Sweeping - 2014

# Attachment 18

Date	Branch	Time
Sunday, April 6	PO	6-9 am
Saturday, April 12	FX	6-9 am
Saturday, April 19	KP	6-9 am
Sunday, April 20	GF	6-9 am
Sunday, April 27	PH	6-9 am
Saturday, May 3	DM	6-9 am
Sunday, May 4	TY	6-9 am
Saturday, May 10	TJ	6-9 am
Sunday, May 18	GM and Archives	6-9 am
Saturday, May 24	HE	6-9 am
Saturday, June 7	CH	7-9 am
Sunday, June 8	RR and CE	9 am - 12 noon
Saturday, June 14	OK and BC	7-9 am
Saturday, June 21	RB	7-9 am
Sunday, June 22	KN	9 am - 12 noon
Saturday, June 28	JM	7-9 am
Saturday, July 5	MW	7-9 am
Sunday, July 6	SH	7-9 am
Sunday, July 13	LO	9 am - 12 noon



## Incident Report March 2014

Branch	Type of Incident	Number of Incidents
CE	Theft of Personal Property	1
CH	Building Emergency *	1
	Police Activity	1
	Vandalism *	1
RR	Building Emergency	1
	Camping	1
	Stalking	1
	Suspicious Activity	1
SH	Customer Injured	1
	Volunteer Injured	1
	Vandalism	1
	Disruptive Behavior	1
TY	Building Emergency	1
KP	Parking Lot *	1
KN	Parking Lot	2
	Disruptive Behavior	1
LO	Vandalism *	1
OK	Customer Injured	1
RB	Theft of Library Materials	1
TJ	Child Unattended *	1
<b>Total Incidents March 2014</b>		<b>21</b>

\* Police, Fire Department, Animal Control, or FMD notified



# FAIRFAX COUNTY LIBRARY DESIGN MANUAL

February 27, 2013



## **ACKNOWLEDGEMENTS**

**Fairfax County Public Library**

**Fairfax County Public Works and Environmental Services  
Building Design and Construction Division**

**Bowie Gridley Architects**

---

# FAIRFAX COUNTY LIBRARY DESIGN MANUAL

<b><u>TABLE OF CONTENTS</u></b>	<b>PAGE NO.</b>
<b>1. INTRODUCTION</b>	<b>5</b>
a. Purpose of Design Manual	6
b. General Design Criteria	6
c. Organization of Design Manual	7
<b>2. SITE DESIGN CRITERIA</b>	<b>9</b>
a. External Site Criteria	10
b. Internal Site Criteria	10
c. Site Organization	10
d. Building Orientation	10
e. Site Components	11
1) Landscaping	
2) Lighting	
3) Off-Street Parking	
4) Trash and Recycling Dumpsters	
f. Site Circulation/Traffic	12
1) Book Drop/Customer Drop-Off Zone	
2) Dumpster Location/Access	
3) Loading/Deliveries	
4) Traffic Control	
g. Site Furnishings	13
1) Bike Rack	
2) Flag Pole	
3) Seating	
4) Trash Receptacle	
h. Signage	13
1) Building Address	
2) Building Signage	
3) Parking Signage	
4) Sustainable Design Information Signage	
i. Exterior Building Elements	14
1) Book Drops	
2) Fire Department Access System (Knox Box)	
3) Time Capsule and Dedication Plaque	
<b>3. BUILDING PROGRAM DESIGN CRITERIA</b>	<b>15</b>
a. Library Types	16
b. Library Building Organization – General	16
c. Library Programming Requirements	17
d. Before-/After- Hours Access	18
e. Adjacency Matrix	19
f. Library Finish Schedule	20
g. Lighting Requirements	22
h. Telecommunications, Data and Public Address Systems	22

<b>4. INDIVIDUAL AREA CRITERIA</b>	<b>23</b>
a. Non-Public Areas	
1) Assistant Branch Manager’s Office	24
2) Branch Manger’s Office	25
3) Book Drop Room	26
4) Delivery/Receiving	27
5) Friends of Library Storage	28
6) Staff Lounge	29
7) Staff Restroom	30
8) Staff Workroom	31
9) Workroom Storage	32
b. Public Areas	
1) Circulation Desk	33
2) Conference Room	34
3) Group Study	35
4) Information Services Desk	36
5) Lobby	37
6) Meeting Room w/ Kitchenette & Storage	38
7) Public Computer Workstations	40
8) Quiet Study Room	41
9) Restroom – Men	42
10) Restroom – Women	43
11) Vestibule	44
12) Shelving Areas:	
i. Children	45
ii. Fiction	46
iii. Foreign Language	47
iv. Holds / Pick Up	48
v. Media	49
vi. New Arrivals	50
vii. Newspaper / Magazine	51
viii. Non-Fiction	52
ix. Reference	53
x. Young Adult (YA)	54
13) Study Tables and Lounge Seating	56
c. Support Areas	
1) Electrical Room	57
2) Facilities Maintenance Division (FMD) Storage	58
3) Mechanical Equipment Room	59
4) Sprinkler Room	60
5) Telecommunications Equipment Room	61
6) Janitor’s Closet	62

<b>5. APPENDIX</b>	<b>64</b>
Book Drop	65
Door Hardware	66
Door Monitoring System	68
Door Bell System	69
Express Checkout Equipment	70
Library Millwork	71
People Counter	73
Pharos System and Copy/Printing Center Equipment	74
Public Information Display Products (Lobby)	75
Shelving	76
Signage	78
Staff Lockers	81
Systems Furniture	82
Time Capsule Plaque	83
Wheeled Book Bins	84
Loose Furniture	85
Wi-Fi Bar	86

Page intentionally left blank

# **1. INTRODUCTION**

## **INTRODUCTION**

### **PURPOSE OF THE DESIGN MANUAL**

The primary objective of this manual is to provide information that will streamline and aid the library design process by establishing design criteria and standards for many building features.

Outlined in this document are standardized concepts and program elements that have been successfully used in the design of existing Fairfax County libraries. A review of previous building designs and documentation of future requirements will result in a more informed approach to programming and design to produce better designed County libraries.

It is not the intent of this document to dictate aesthetics or building appearance in any way. Each library should be designed to respond to the unique characteristics of each library's site and community needs.

### **GENERAL DESIGN CRITERIA**

The planning of a new library or the renovation of an existing facility begins with a needs assessment – a snapshot of the community that will be served by the new or renewed facility. Knowledge of the community is an important first step in designing a library that works well for users and functions efficiently for staff.

The architectural elements of a library provide designers and builders with the opportunity to create an environment that promotes learning, encourages social interaction and lifts the human spirit. As a cultural center within a community, the site selection and architectural design of a new or renovated facility will initially establish the library's impact on the community. Its civic presence should set the library apart from commercial and institutional buildings. The building design should make it easily recognizable as a library while also integrating the facility into its surroundings.

Both the exterior and interior of the library should express the value of learning and knowledge and the importance of interaction with the community. The building should enhance the library experience through creative use of space and design features such as public art. The interior space should convey an uplifting feeling while maintaining a welcoming and comfortable ambiance. Customer safety and staff security are increasingly important in public buildings. There must be space for community meetings, group and individual study. The layout of the building should explain itself and be easy to use by optimizing the logical flow of customer traffic and effective signage. The interior finishes for walls and furnishings should be attractive, of timeless design, and demonstrate that the library values its customers. A feeling of openness can be achieved using well-placed windows, abundant natural light, high ceilings and carefully selected light fixtures.

Equally important in the building and design of a new or renovated library are the basic elements of construction. Particular attention must be given to the planning of the heating and air conditioning systems to ensure a comfortable, stable interior temperature. The building must be

energy efficient. Electrical systems must allow for energy load adjustments that will support future technology.

Finally, the library must be flexible and adaptable to future changes in services. Over time the building will need to address new issues about customer access, support new features that expand service through improved technology, and accommodate changes in the format of library materials.

All library facilities (building and site) shall be designed to comply with the following\*:

- The Virginia Uniform Statewide Building Code.
- All applicable Fairfax County regulations for building and site development, including the Fairfax County Zoning Ordinance.
- The Fairfax County *Guidelines for Architects and Engineers - County Owned Facilities*.
- The Fairfax County *Sustainable Development Policy for Capital Projects*, which requires a minimum USGBC LEED certification level of Silver.
- Fairfax County *Public Facilities Manual (PFM)*, latest edition.
- The Americans with Disabilities Act *Standards for Accessible Design* and *ADAAG*.
- Conflicts between these regulations, manuals and codes and this manual shall be brought to the attention of the DPWES Project Manager for resolution and clarification.
- A single-story building is preferred.

*\*Any conflicts between regulatory requirements, guidelines, and this manual should be brought to the attention of the DPWES Project Manager for resolution.*

## ORGANIZATION OF LIBRARY DESIGN MANUAL

This document is divided into four sections: Site Design Criteria, Building Design Criteria, Individual Area Criteria, and Appendix.

**Site Design Criteria** outlines general design concepts for site design, including external site relationships, internal site relationships, and site organization.

**Building Design Criteria** outlines building design features for each type of library (Regional and Community). In addition, this section details how interior spaces should generally be organized and arranged to meet program and operational needs.

**Individual Area Criteria** outlines the characteristics of each specific room and service point within the building.

The **Appendix** provides detailed design requirements for products and systems. These special requirements were developed from Fairfax County's experience in the development and maintenance of existing facilities. Where appropriate, these requirements include specific products for ease of maintenance and compatibility with existing County systems.

Page intentionally left blank.

## **2. SITE DESIGN CRITERIA**

## **SITE DESIGN CRITERIA**

### **EXTERNAL SITE CRITERIA**

In Fairfax County, libraries are often constructed in existing communities and it is important to recognize the characteristics of the community in the design. Libraries generate customer traffic; roadways leading to and around the site are essential features to consider when selecting and designing the use of a building site. The library should be readily visible from well-traveled roads and safely accessible to vehicular and foot traffic. County staff working with VDOT will locate and coordinate the installation of signs with the Library reader logo on all major roadways approaching the library site (this work is not included in the A/E's scope of work).

### **INTERNAL SITE CRITERIA**

Each library site is unique and may contain features which should be maintained and protected. Favorable site features such as existing waterways, large trees, and historical remains may be considered neighborhood amenities. Care should be taken during planning to preserve as many desirable site features as possible.

### **SITE ORGANIZATION**

The site design should reflect the library's role in the community by including the following features and design objectives:

- Easily recognized as a library building, the design should complement the site, and provide a single prominent entrance.
- A proper relationship between the building site and all possible approaches from vehicular and foot traffic should be created to provide good visibility and easy access to the library.
- A drive-through area or drop-off zone should be located to provide easily recognizable, convenient access to exterior wall-mounted book and media drops.
- A drive-up service window may be a desirable feature if site and building programming requirements (including traffic accommodations) can be provide for on-site.
- Adequate parking should be located so as to provide a logical flow of traffic in and out of the site with minimal pedestrian/vehicle path conflict.
- Adjacent public amenities such as parks or trails should be connected to the facility and grounds where appropriate and desirable.
- When designing a parking garage for a library, plan an open parking environment free of hidden spaces.

### **BUILDING ORIENTATION**

The library building should be oriented to be highly visible from roadways. The building design should optimize natural light while maximizing the natural heating and cooling potential that the

site provides. A direct south or west orientation should be avoided whenever possible. Windows with direct south or west exposure will require sun shading and/or glare control.

## **SITE COMPONENTS**

The following features are essential components of all library sites:

### ➤ **Landscaping**

Landscaping must be low maintenance and require no permanent irrigation after the initial planting season. Plantings shall be selected to comply with LEED green building principles to reduce storm water runoff and facilitate absorption of ground water.

### ➤ **Lighting**

Provide adequate lighting in parking areas to ensure safety while minimizing impact to neighboring properties.

All walkways and outdoor areas shall be adequately lighted to ensure customer safety. All emergency exits shall have lighted walkways leading away from the building. Light bollards are not acceptable.

Motion-sensor lighting shall be installed at the staff entrance and after-hours community room entrance/exit.

Lighting for the library sign and flag pole should be provided in the contract. All sign lighting, flag pole lighting and building exterior lighting will be operated by a light sensor.

Coordination with Dominion Virginia Power: Each project shall be evaluated to determine if the site lighting is to be provided by Dominion Virginia Power or by the general contractor. Where site lighting is provided by Dominion Virginia Power, the following should be incorporated into the contract documents: All conduit and concrete supports for light poles shall be provided for in the building contract. Fixtures and their installation shall be provided by Dominion Virginia Power. The project A/E team shall coordinate the location and height of all fixtures with Dominion Virginia Power to provide adequate lighting while minimizing any undesirable impact on adjacent neighbors.

### ➤ **Off-Street Parking**

Parking shall be provided in accordance with the provisions of the Fairfax County Zoning Ordinance and as determined by the Zoning Administrator.

Accessible off-street parking spaces and related access aisles and accessible routes shall be provided in accordance with applicable governing accessibility regulations. The

number of accessible parking spaces shall be included in the total required number of parking spaces.

Parking spaces for alternative fuel vehicles and for carpool use may be provided when necessary to meet LEED requirements. Each project shall be evaluated to determine the feasibility and desirability of providing these types of spaces.

Seven to twelve spaces, located near the staff entrance, shall be designated for staff parking. The exact number will be determined based on library staffing requirements. These spaces shall be included in the total number of required parking spaces.

➤ **Trash and Recycling Dumpsters**

A permanent enclosure, constructed of durable, low maintenance materials, should be provided to hide trash and recycling containers from view. The enclosure should have lockable gates of suitable size to allow for easy removal of the containers by collection personnel. The enclosure shall be located to allow for collection vehicles to access the area and empty the container. Coordinate the requirements for dumpsters with the PFM and Fairfax County Solid Waste Department.

## SITE CIRCULATION/TRAFFIC

➤ **Book Drop/Customer Drop-Off Zone**

Provide a pull-in or pull-up area near the main entrance to permit the use of the book drop and customer drop-off without disrupting thru-traffic flow.

➤ **Dumpster Location/Access**

Provide an access route for trash trucks to pick up refuse from dumpster with minimal impact on customer vehicular and pedestrian traffic flows.

➤ **Loading/Deliveries**

Library materials are transported in wheeled bins. A ramp or curb cut is required to facilitate rolling bins in and out of the truck and building. Library access points shall be located to keep the deliveries away from the public entry.

Provide an access route and maneuverability space for a 26-foot-long truck for the daily delivery and pick up of library materials. The delivery entrance into the building shall be located as far from the public entrance as possible. When possible, create a separate access road for service vehicles (trash, deliveries, etc).

➤ **Public Transportation Access**

Where public transportation stop(s) are located along the library's property line, an accessible route from the stop to the library entrance must be provided.

➤ **Traffic Control**

Traffic should flow logically into and out of the parking area with peripheral access to exits. Consider traffic calming measures such as speed bumps.

## SITE FURNISHINGS

➤ **Bike Rack**

A bike rack should be located near the main entrance and positioned so as to not impede or encroach upon pedestrian access paths to the library.

➤ **Flag Pole**

A single flag pole, twenty to twenty-five feet in height (with lockable pulleys), shall be located near the library entrance. The flag pole shall be lighted from below or from the building and the fixture shall be connected to a light sensor.

➤ **Seating**

One or two benches for customers should be provided at the library entrance. Bench design should discourage reclining.

➤ **Trash Receptacle**

One 36-gallon covered trash receptacle, secured to the ground, should be located near the main entrance.

Provide a separate cigarette-smoker receptacle located 50 feet from library entrance.

## SIGNAGE

➤ **Building Address**

Building address signage (street name and address number) should be located on the building exterior. Street numbers are only required on a front exterior wall visible from the street. See Appendix for additional requirements.

➤ **Building Signage**

**Library Sign:** A monument sign shall be installed near the main entrance driveway, visible to drivers approaching the library. Consider a two-sided sign if appropriate to site and vehicular approach. The Library Sign shall be lit for visibility. Consider incorporating a digital LED informational sign (need for this shall be determined in consultation with Library staff). See Appendix for additional requirements.

**Branch Name Sign:** The name of the branch shall be identified in a sign on the front of the library or where most visible to roadway traffic. The Branch Name Sign can be associated with the building address sign.

➤ **Parking Signage**

Signage should be provided for staff parking, accessible parking, carpool parking and alternative fuel vehicles. Entrances to parking areas should be marked as appropriate.

➤ **Sustainable Design Informational Signage**

Sustainable site design features (i.e., pervious pavements, rain gardens, etc.), when provided, should be identified with appropriate informational signage. See Appendix for additional requirements.

## EXTERIOR BUILDING ELEMENTS

➤ **Book Drops**

Provide two lockable depository wall slots near the library main entrance, easily accessible from the Book Drop/Customer Drop-Off Zone. Book drops should be sheltered from weather, well-marked, well-lit and installed to meet Code requirements for Accessibility. Signs shall be easily read from the entrance drive and shall be labeled “Return”. It is highly desirable that the book drop empty into an area adjacent to the staff workroom.

➤ **Fire Department Access System (Knox Box)**

A small, wall-mounted, key-operated safe that holds building keys for the Fire Department’s use in emergencies shall be located near the building entrance. Exact location shall be coordinated with the Fire Department. Refer to the Guidelines for Architects and Engineers for additional requirements.

➤ **Time Capsule and Dedication Plaque**

Provide space for time capsule and dedication plaque in an exterior wall near the library main entrance. Prior to installation, the capsule should be sealed to preserve the contents. A dedication plaque fabricated from bronze (or similar metal suitable for prolonged exterior exposure) should cover the time capsule wall opening. See Appendix for additional requirements.

### **3. BUILDING PROGRAM DESIGN CRITERIA**

## **BUILDING PROGRAM DESIGN CRITERIA**

### **LIBRARY TYPES**

Fairfax County Public Library has two types of libraries: Regional and Community. Characteristics for the two library types are outlined in the Fairfax County Comprehensive Plan.

➤ **Regional Libraries:**

25,000 to 39,000 square-feet in size, regional libraries offer a comprehensive collection of materials, services and programs. Regional libraries provide services to their local community and support information needs of all county residents. Regional libraries have 24-30 staff, with the actual number determined by level of business.

➤ **Community Libraries:**

10,000 to 17,000 square-feet in size, community libraries offer a collection of materials, services and programs designed to serve the community in which the library is located. Community libraries have 10-15 staff, with the actual number determined by the level of business.

### **LIBRARY BUILDING ORGANIZATION - GENERAL**

Both regional and community libraries have three basic areas: Non-public, Public and Support.

**Non-public areas** include the staff workroom, the book drop room, staff lounge and restrooms, receiving/delivery area, and storage areas for staff and Friends use. Non-public areas provide staff workspace and space for staff breaks.

**Public areas** include the lobby, restrooms, meeting rooms, service desks, collection shelving, quiet study room and group study room(s), and public computer workstations.

**Support areas** include mechanical and electrical equipment spaces, janitorial closets, information technology (IT) equipment closets, and County Facilities Maintenance Department (FMD) spaces.

## LIBRARY PROGRAMMING REQUIREMENTS

The table on the following pages summarizes the building program requirements for the two types of libraries. All spaces should be provided within the ranges indicated on the table. Collection sizes should be confirmed with Library Administration staff.

Program Area	Regional Library Sq Feet /(Capacity)	Community Library Sq Feet/(Capacity)
<b>Nonpublic Areas</b>		
Branch Manager's Office	120 (3)	120 (3)
Assistant Branch Managers Office	100 (2)	N/A
Book Drop Room	60	60
Delivery/Receiving	280-300	225
Friends Storage	100	100
Staff Lounge	350 (12-14)	200 (6-8)
Staff Restroom	2 @ 44	44
Staff Workroom	3,500 (40)	1,700 (22)
Workroom Supply Storage	100	80

<b>Public Areas</b>		
Circulation Desk	300-500	200-300
Conference Room	300 (12-20)	160 (8-12)
Group Study	100-150 (4-6)	100-150 (4-6)
Information Services Desk, Pharos and Copier	350 (3)	200-300 (2)
Lobby	600-1200	600-1,200
Meeting Room w/ Kitchenette and Storage	1,100 (100+) Storage 100-200	900 (65+) Storage 100-200
Ongoing Book Sale Area	5-6 shelves (3)	5-6 shelves (3)
Public PC Workstations*	500+ (30+ PCs)	400 (24 PCs)
Quiet Study Room*	(20 workstations)	(8-12 workstations)
Restroom-Men	225 (4)	180 (3)
Restroom-Women	225 (4)	180 (3)
Vestibule	100-130	100-130
Shelving-Children's	(17,000-28,000 items)	(15,000-28,000 items)
Shelving-Adult Fiction	(17,000-26,500 items)	(9,000-16,000 items)
Shelving-Foreign Lang. (included w/nonfiction)	Varies by library	Varies by library
Shelving-Holds/Pick Up	126 linear feet of shelving	84 linear feet of shelving
Shelving-Media	(12,000-14,000 items)	(3,000-5,000 items)
Shelving-New Arrivals	(3,000 items)	(1,500-2,500 items)
Shelving-Newspapers/Mag	(90-150 titles)	(50-60 titles)
Shelving-Nonfiction	(46,000-80,000 items)	(22,000-30,000 items)

(Adult & Juv. Interfiled)		
Shelving-Reference	(1,000-3,000 items)	(1,200-2,500 items)
Young Adult Area	(6,000-9,500 items)	(3,200-6,400 items)
Study Tables/Lounge Seating	(12-16 tables w/ 2-4 chairs); (14-30 lounge chairs)	( 6-12 tables w/ 2-4 chairs); (12-30 lounge chairs)
WiFi Bar (See WiFi Bar Appendix)	Capacity (8)	Capacity (8)
<b>Support Areas</b>		
Electrical Room	75	75
FMD Storage	100	100
Mechanical	1,200 (as needed)	800 (as needed)
Sprinkler Closet	75	75
Telecommunications	120	120
Janitor's Closet	30	30

*\*Verify computer workstation needs with Library staff.*

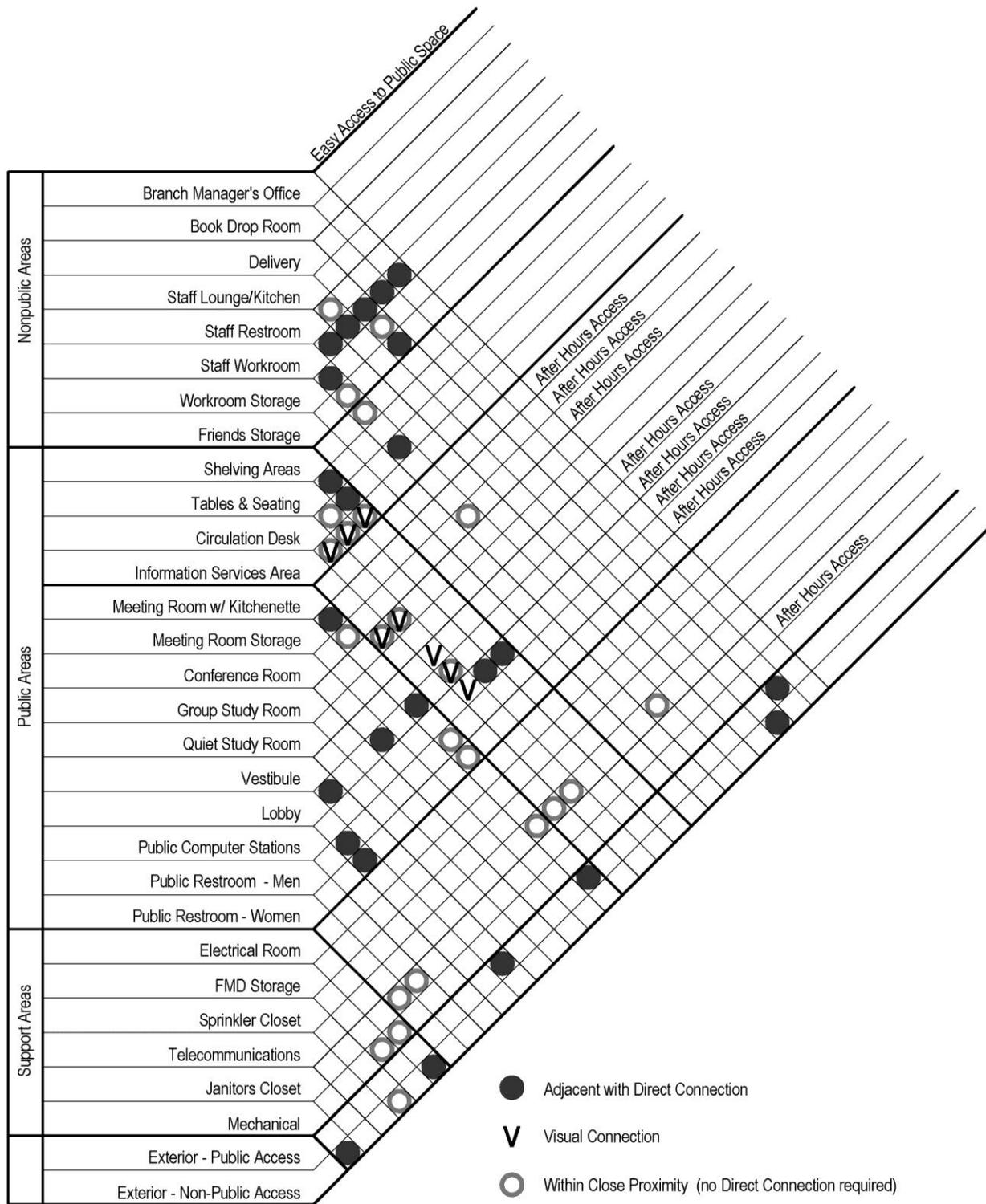
### **BEFORE- /AFTER-HOURS ACCESS**

The library should be designed to accommodate before-/after-hours (i.e., time periods that fall outside the library's normal open hours) access to select areas of the facility. Access should be provided to the following rooms/spaces:

- Vestibule
- Lobby
- Meeting Room w/ Kitchenette and Storage
- Conference Room
- Restrooms-Men and Women (including drinking fountain)
- Janitor's Closet

Access to the remaining parts of the library (Library collections and staff areas) from the Lobby shall be restricted by a roll-up security grille. Emergency egress shall be designed so that when the security grille is in the down position, zones of the library that are separated by the grille each have the code-required number of exits, travel distance and common path of travel. It is recommended that the A/E team consult with the Fairfax County Fire Marshall and building code plan review staff during the Design Development phase to review this component of the design.

### ADJACENCY MATRIX



- Mechanical – avoid staff workroom and staff lounge
- Janitor’s Closet – avoid entrance to public restrooms to ensure privacy

## FINISH SCHEDULE

	FLOOR					BASE			WALLS*				CEILING		
	Sealed Concrete	Carpet	Ceramic Tile	Resilient Tile	Recessed Mat	None	Resilient	Ceramic Tile	Painted Drywall	Ceramic Tile	Unpainted	Masonry	Exposed	Acoustic Tile	Painted Drywall
<b>Nonpublic Areas</b>															
Branch Manager Office		x					x		x					x	
Book Drop				x			x		x					x	
Delivery	x						x		x					x	
Friends Storage				x			x		x					x	
Staff Lounge		x		x <sup>1</sup>			x		x					x	
Staff Restroom			x					x	x						x
Workroom		x					x		x					x	
Workroom Storage Rm.		x					x		x					x	
<b>Public Areas</b>															
Circulation Desk		x					x		x					x	
Conference Room		x					x		x					x	
Group Study		x					x		x					x	
Info Services		x					x		x				x <sup>3</sup>	x <sup>3</sup>	x <sup>3</sup>
Lobby		x					x		x <sup>3</sup>			x <sup>3</sup>	x <sup>3</sup>	x <sup>3</sup>	x <sup>3</sup>
Meeting Rm		x					x		x					x	
Public PCs		x					x		x						
Quiet Study		x					x		x					x	
Tables and Seating		x					x		x				x <sup>3</sup>	x <sup>3</sup>	x <sup>3</sup>
Restroom - Men			x					x		x <sup>4</sup>					x
Restroom - Women			x					x		x <sup>4</sup>					x
Vestibule			x		x		x		x			x			x
Shelving		x					x						x <sup>3</sup>	x <sup>3</sup>	x <sup>3</sup>

	FLOOR					BASE			WALLS*				CEILING		
	Sealed Concrete	Carpet	Ceramic Tile	Resilient Tile	Recessed Mat	None	Resilient	Ceramic Tile	Painted Drywall	Ceramic Tile	Unpainted	Masonry	Exposed	Acoustic Tile	Painted Drywall
Areas															
<b>Support Areas</b>															
Electrical	x						x <sup>5</sup>		x		x	x	x		
FMD Storage	x						x <sup>5</sup>		x		x	x		x	
Mechanical	x						x <sup>5</sup>		x		x	x	x		
Sprinkler	x						x <sup>5</sup>		x		x	x	x		
Telecom.	static-dissipative resilient tile						x <sup>5</sup>		x			x		x	
Janitor's Closet	x							x	x	x <sup>2</sup>				x	

**Finish Schedule Notes**

- 1 - Provide resilient floor tile at floor area adjacent to kitchenette cabinetry.
- 2 - Provide ceramic tile on walls adjacent to plumbing fixtures to minimum 48" above finished floor.
- 3 - Any combination of materials, based on approved design concept.
- 4 - Provide ceramic tile on walls adjacent to plumbing fixtures to minimum 72" above finished floor.
- 5 - Provide resilient base on walls with painted drywall finish. No base is permitted where walls are masonry.
- \* All walls shall extend from floor to underside of structure above.

Refer to Fairfax County Guidelines for Architects and Engineers for additional requirements. In the event of conflicts between this manual and the Guidelines, consult with the Project Manager for clarification and direction.

## LIGHTING REQUIREMENTS

Indoor lighting levels shall comply with ANSI/IESNA RP-1.

Lobbies	10 foot candles
Means of Egress	20 foot candles
Storage Areas	10 foot candles
Waiting rooms and Lounge Areas	10 foot candles
General Office Areas	50 foot candles
Desktops	50 foot candles
Conference Tables	30 foot candles
Staff Desks and Work Surfaces	50 foot candles
Filing Cabinets	50 foot candles
Book Shelves*	
Horizontal surfaces	50 foot candles
Vertical surfaces	30 foot candles
Library Reference Areas	50 foot candles
Library Reading Areas	50 foot candles
Meeting and Assembly Spaces	30 foot candles

Refer to Fairfax County Guidelines for Architects and Engineers for additional requirements. In the event of conflicts between this manual and the Guidelines, consult with the Project Manager for clarification and direction.

*\* Proposed lighting for book shelves shall be reviewed with library staff early in the design process.*

## TELECOMMUNICATIONS, DATA & PUBLIC ADDRESS SYSTEMS

Requirements for telecommunications, data and public address systems shall be coordinated with staff from Fairfax County.

## **4. INDIVIDUAL ROOM CRITERIA**

## Assistant Branch Manager's Office, Regional Libraries

### Functional Properties

<b>Area Type:</b>	Non-Public
<b>Capacity:</b>	2 occupants
<b>Floor Area:</b>	100 net sq. ft.
<b>Function:</b>	Private office for Assistant Branch Manager to work, counsel staff,
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Direct access to Staff Workroom</li> <li>▫ Close proximity to Branch Manager's Office.</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: "Office" type</li> <li>▫ Card Reader access: No</li> <li>▫ Half- glass door lite or sidelight to provide view of workroom</li> </ul>
<b>Windows:</b>	<ul style="list-style-type: none"> <li>▫ Exterior window desirable; or interior window to staff workroom. Provide window blinds.</li> <li>▫ Window or door lite to provide view of workroom</li> </ul>
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	<ul style="list-style-type: none"> <li>▫ At least one duplex outlet on every wall</li> </ul>
<b>Lighting:</b>	Overhead ambient with occupancy/motion sensor
<b>Voice/Data:</b>	<ul style="list-style-type: none"> <li>▫ Data drops (connected to staff and public network) at two locations</li> <li>▫ Phone drop</li> </ul>
<b>CATV:</b>	None
<b>Paging System:</b>	Telephone paging
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ Windows at walls and doors equipped with blinds</li> <li>▫ 4' x 4' Marker board</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ Systems Furniture: <ul style="list-style-type: none"> <li>▫ Desk w/ drawers and side work surface</li> <li>▫ 2 lateral files</li> <li>▫ Storage over work surface (wall mounted)</li> <li>▫ 1 or 2 chairs (for guests)</li> <li>▫ Executive desk chair w/ arms</li> </ul> </li> <li>▫ PC, telephone</li> </ul>
<b>Special Requirements:</b>	Acoustic separation between Assistant Branch Manager's Office and adjacent rooms. Walls and door: STC: 40 minimum

## Branch Manager’s Office

Functional Properties

<b>Area Type:</b>	Non-Public
<b>Capacity:</b>	3 occupants
<b>Floor Area:</b>	120 net sq. ft.
<b>Function:</b>	Private office for Branch Manager to work, counsel staff, and hold small meetings.
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Direct access to Staff Workroom</li> <li>▫ Close proximity to Public areas.</li> </ul>

Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: “Office” type</li> <li>▫ Card Reader access: No</li> <li>▫ Half- glass door lite or sidelight to provide view of workroom</li> </ul>
<b>Windows:</b>	<ul style="list-style-type: none"> <li>▫ Exterior windows: desirable, Provide blinds on windows.</li> <li>▫ Interior window or door lite to provide view of workroom</li> </ul>
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	<ul style="list-style-type: none"> <li>▫ At least one duplex outlet on every wall</li> </ul>
<b>Lighting:</b>	Overhead ambient with occupancy/motion sensor
<b>Voice/Data:</b>	<ul style="list-style-type: none"> <li>▫ Data drops (connected to staff and public network) at two locations</li> <li>▫ Phone drop</li> </ul>
<b>CATV:</b>	None
<b>Paging System:</b>	Telephone paging
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ Windows at walls and doors equipped with blinds</li> <li>▫ 4' x 4' Marker board</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ Systems Furniture:                             <ul style="list-style-type: none"> <li>▫ Desk w/ drawers and side work surface</li> <li>▫ 2 lateral files</li> <li>▫ Storage over work surface (wall mounted)</li> <li>▫ 1 library shelving unit (36"W x 12"D x 76"H), wall mounted</li> <li>▫ 2 chairs (for guests)</li> <li>▫ Executive desk chair w/ arms</li> <li>▫ Small table</li> </ul> </li> <li>▫ PC, telephone</li> </ul>
<b>Special Requirements:</b>	Acoustic separation between Branch Manager’s Office and adjacent rooms. Walls and door: STC: 40 minimum

## Book Drop Room

### Functional Properties

<b>Area Type:</b>	Non-Public
<b>Capacity:</b>	4 wheeled book bins (refer to Appendix for book bin dimensions)
<b>Floor Area:</b>	60 net sq. ft.
<b>Function:</b>	Room contains bins that hold materials returned by customers through exterior book drops.
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Exterior wall for book drop equipment</li> <li>▫ Exterior side of book drop shall be visible to the public from parking and main building entrance</li> <li>▫ Exterior side of book drop shall be near front door and vehicle pull-off area</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: “Storeroom” function</li> <li>▫ Card Reader access: Yes, if room is located outside staff workroom</li> <li>▫ Door/frame assembly fire rating: 90-minutes.</li> <li>▫ Exterior doors on book drop equipment: keyed lock</li> </ul>
<b>Windows:</b>	None
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	Add duplex outlet
<b>Lighting:</b>	Overhead ambient
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	None
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ 2 Metal book drops (see Appendix for specific book drop requirements)</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ None</li> </ul>
<b>Special Requirements:</b>	2-hr fire-rated room enclosure

## Delivery/Receiving Area

**Functional Properties**

<b>Area Type:</b>	Non-Public
<b>Capacity:</b>	Community library: 6 wheeled book bins Regional library: 12 wheeled book bins (refer to Appendix for additional information on book bins)
<b>Floor Area:</b>	Community Library: 225 net sq. ft. Regional Library: 280-300 net sq. ft.
<b>Function:</b>	<ul style="list-style-type: none"> <li>▫ Daily pickup and delivery of wheeled bins containing library material</li> <li>▫ Delivery/Receiving may also serve as staff entry</li> </ul>
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Exterior access</li> <li>▫ Direct access to loading area</li> <li>▫ Direct access to Staff Workroom</li> </ul>

**Room Characteristics**

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: “Storeroom” function</li> <li>▫ Card Reader access: Yes (on exterior door)</li> <li>▫ Pair of doors to both exterior and Staff Workroom (All doors to be fully weatherstripped at all side to prevent drafts)</li> <li>▫ Narrow-lite door lite in doors to Staff Workroom</li> <li>▫ Heavy duty door thresholds, lock guard at strike at exterior door</li> </ul>
<b>Windows:</b>	None
<b>HVAC:</b>	Provide heating, ventilation and cooling as required by code
<b>Plumbing:</b>	None
<b>Electrical:</b>	<ul style="list-style-type: none"> <li>▫ 4 duplex outlets, minimum</li> <li>▫ Exterior door bell (see Appendix)</li> </ul>
<b>Lighting:</b>	Overhead ambient
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	None
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ Shelving and work counter along walls (quantity to be determined in consultation with Library staff)</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ None</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▫ Elevated loading dock style design preferred</li> <li>▫ Prefer direct truck pull-up without turns; no obstructing curbs for truck</li> <li>▫ loading area at appropriate height if feasible</li> <li>▫ Bumper rails at walls</li> </ul>

## Friends of the Library Storage Room

### Functional Properties

<b>Area Type:</b>	Non-Public
<b>Capacity:</b>	N/A
<b>Floor Area:</b>	100 net sq. ft.
<b>Function:</b>	<ul style="list-style-type: none"> <li>▫ Storage for Friends' book sale donations</li> <li>▫ Space for sorting</li> </ul>
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Close proximity to Delivery/Receiving Area</li> <li>▫ Close proximity to Staff Workroom</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: "Storeroom" type</li> <li>▫ Card Reader access: Yes</li> <li>▫ Heavy duty door threshold</li> </ul>
<b>Windows:</b>	None
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	(2) duplex outlet, minimum
<b>Lighting:</b>	Overhead ambient
<b>Voice/Data:</b>	(1) phone/data drop
<b>CATV:</b>	None
<b>Paging System:</b>	None
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ Perimeter shelving (heavy duty metal) on all available walls</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ None (Friends may provide PC)</li> </ul>
<b>Special Requirements:</b>	Access for Friends of the Library through Delivery/Receiving Area, not through Public area. If necessary, access can be provided through Staff Workroom.

## Staff Lounge

### Functional Properties

<b>Area Type:</b>	Non-Public
<b>Capacity:</b>	Community: 6-8 staff Regional: 12-14 staff
<b>Floor Area:</b>	Community: 200 net sq. ft. Regional: 350 net sq. ft.
<b>Function:</b>	Staff break room
<b>Adjacency:</b>	Direct access to Staff Workroom

### Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: "Classroom" type</li> <li>▫ Card Reader access: No</li> <li>▫ Half- glass door lite in door</li> </ul>
<b>Windows:</b>	Window with outside view. Provide blinds.
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	Sink with high faucet
<b>Electrical:</b>	Provide power for: <ul style="list-style-type: none"> <li>▫ Microwave</li> <li>▫ Coffeemaker</li> <li>▫ Refrigerator</li> <li>▫ Electric kettle</li> </ul>
<b>Lighting:</b>	Overhead ambient
<b>Voice/Data:</b>	Phone (with intercom), wall mounted at +48" above finished floor
<b>CATV:</b>	None
<b>Paging System:</b>	Telephone paging
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ 48"x48" tackboard</li> <li>▫ Community: 9-12 staff lockers (see Appendix)</li> <li>▫ Regional: 12-16 staff lockers (see Appendix)</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ Community: 2 Tables with 4 chairs each</li> <li>▫ Regional: 3 tables with 4 chairs each</li> <li>▫ Sofa: 72" long minimum, suitable for two people</li> <li>▫ Lounge Chair and Side Table</li> <li>▫ Microwave, refrigerator, coffeemaker, electric kettle</li> </ul>
<b>Special Requirements:</b>	Acoustic separation between Staff Lounge and adjacent rooms (wall and doors); STC: 40 min

## Staff Restroom

### Functional Properties

<b>Area Type:</b>	Non-Public
<b>Capacity:</b>	Unisex toilet room
<b>Floor Area:</b>	Community: 1 restroom at 44 net sq. ft. Regional: 2 restrooms at 44 net sq. ft.
<b>Function:</b>	Staff-only restroom
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Direct access from Staff Workroom</li> <li>▫ Close proximity to Staff Lounge but cannot open off that room</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: "Privacy" type</li> <li>▫ Card Reader access: No</li> </ul>
<b>Windows:</b>	None
<b>HVAC:</b>	70-76°; ceiling exhaust fan directly to exterior
<b>Plumbing:</b>	Toilet and lavatory
<b>Electrical:</b>	(1) duplex GFCI outlet at 44" above finished floor near lavatory
<b>Lighting:</b>	Lighting over lavatory
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	None
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ Wall mirror with shelf (over lavatory)</li> <li>▫ Grab bars</li> <li>▫ Paper towel dispenser with waste container</li> <li>▫ Soap dispenser</li> <li>▫ Storage cabinet for supplies, wall mounted or recessed</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ Dispenser for toilet seat covers</li> </ul>
<b>Special Requirements:</b>	None

## Staff Workroom

### Functional Properties

<b>Area Type:</b>	Non-Public
<b>Capacity:</b>	Confirm staff size for library in design
<b>Floor Area:</b>	Community: 1,700 net sq. ft. Regional: 3,500 net sq. ft.
<b>Function:</b>	Staff workspace designed to support efficient work flow and collaboration
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Direct access from Circulation Desk, Delivery/Receiving Area, Staff Lounge, Staff Storage, Branch Manager's Office</li> <li>▫ Close proximity to Book Drop Room</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: "Classroom" function (at door to Circulation Desk area)</li> <li>▫ Card Reader access: Yes (at door to Circulation Desk area)</li> <li>▫ Narrow-lite door lite in door to Circulation Desk</li> </ul>
<b>Windows:</b>	Maximize natural day-lighting; provide blinds on all windows
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	Power for workstations, wall and floor outlets, dedicated outlet for copier
<b>Lighting:</b>	Overhead ambient lighting; task lighting at workstations
<b>Voice/Data:</b>	Phone/Data at all workstations, countertop work surfaces, and copier
<b>CATV:</b>	None
<b>Paging System:</b>	Telephone paging
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ : (1) 4'X4' Tackboard near entrance to workroom or visible location</li> <li>▫ Corner guards at all corners; wall bumper guards at book truck area</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ Systems Furniture: <ul style="list-style-type: none"> <li>▫ Community library: confirm number of staff before beginning design</li> <li>▫ Regional library: confirm number of staff before beginning design</li> </ul> </li> <li>▫ Workstation size: Managers without offices: 6'X8' workstation</li> <li>▫ All other workstations: 5'X6' or 6'X6'</li> <li>▫ Space for copier machine (dedicated power circuit)</li> <li>▫ Shelving: 20 linear feet of perimeter shelving (84" high)</li> <li>▫ Office chairs for each workstation and work space, mail slots for staff PCs and phones for each workstation</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▫ Provide area for wheeled book bins; provide wall guard behind bins. Coordinate with library for quantity of bins (also see Appendix).</li> <li>▫ Acoustic separation between Staff Workroom and adjacent public rooms Walls and doors: STC: 40 min.</li> </ul>

## Workroom Storage

### Functional Properties

<b>Area Type:</b>	Non-Public
<b>Capacity:</b>	N/A
<b>Floor Area:</b>	Community: 80 net sq. ft. Regional: 100 net sq. ft.
<b>Function:</b>	Storage for supplies and small equipment
<b>Adjacency:</b>	Direct access to Staff Workroom

### Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: "Storeroom" type</li> <li>▫ Card Reader access: No</li> </ul>
<b>Windows:</b>	None
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	Two duplex outlets
<b>Lighting:</b>	Overhead ambient
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	None
<b>Furnishings:</b>	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> <li>▫ Key cabinet</li> </ul> <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> <li>▫ Perimeter shelving (heavy duty metal) at all available walls</li> </ul>
<b>Special Requirements:</b>	Space for safe

## Circulation Desk

### Functional Properties

<b>Area Type:</b>	Public
<b>Capacity:</b>	Community: 2 staff Regional: 3 staff
<b>Floor Area:</b>	Community: 200-250 net sq. ft. Regional: 600 net sq. ft.
<b>Function:</b>	Service point for public to return and check out materials, pay fines, register for library accounts
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Direct access to Staff Workroom and Library Shelving areas</li> <li>▫ Close proximity to Lobby</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ No doors (See Staff Workroom for information on door to this area)</li> </ul>
<b>Windows:</b>	None
<b>HVAC:</b>	70-76°, positioned to avoid drafts from entrance
<b>Plumbing:</b>	None
<b>Electrical:</b>	Wired desk; wall or floor outlets Wire trough for PC's and equipment Power for cash register
<b>Lighting:</b>	<ul style="list-style-type: none"> <li>▫ Overhead ambient lights and pendant task lights</li> <li>▫ Lighting control panel for all lights in public area located behind desk</li> <li>▫ Accent lighting, if needed for interior design features, such as an accent wall behind the desk</li> </ul>
<b>Voice/Data:</b>	Voice and data drops
<b>CATV:</b>	Cable drops on wall behind the desk
<b>Paging System:</b>	Public address system; bell to sound in Staff Workroom
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ Circulation desk (Refer to Library Millwork Appendix for desk design features)</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ Furniture: <ul style="list-style-type: none"> <li>▫ Counter height stools</li> <li>▫ Desk chairs for low service points</li> </ul> </li> <li>▫ Computer equipment for Circulation desk (Refer to Library Millwork appendix for desk design features)</li> <li>▫ Cash register</li> </ul>
<b>Special Requirements:</b>	Circulation Desk should be combined with Information desk while providing all the necessary visual supervision and customer access required by each.

## Conference Room

### Functional Properties

<b>Area Type:</b>	Public
<b>Capacity:</b>	Community: 8-10 adults Regional: 10-14 adults
<b>Floor Area:</b>	Community: 160 net sq. ft. Regional: 300 net sq. ft.
<b>Function:</b>	Small public meetings and programs
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Direct access to Lobby within zone of after-hours access</li> <li>▫ Close proximity to Staff Workroom</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: "Classroom" type</li> <li>▫ Card Reader access: No</li> <li>▫ Narrow-lite door lite in door</li> </ul>
<b>Windows:</b>	Exterior, Optional (provide window blinds)
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	Outlets on all walls Wiring for SmartBoard or Plug & Play
<b>Lighting:</b>	Overhead ambient
<b>Voice/Data:</b>	Voice and data drops; wall phone mounted at +48" above finished floor
<b>CATV:</b>	None
<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ One 72"x48" marker board</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ Conference table and chairs: <ul style="list-style-type: none"> <li>▫ Community: 8-12 chairs</li> <li>▫ Regional: 12-20 chairs</li> </ul> </li> <li>▫ Wall-mounted phone</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▫ Locate to allow before and after-hours access from Lobby area</li> <li>▫ Acoustic separation between Conference Room and adjacent rooms. Wall and doors: STC: 45 min, 50 preferred</li> <li>▫ Chair rails on all walls</li> </ul>

## Group Study

<b>Functional Description</b>	<b>Area Type:</b>	Public
	<b>Capacity:</b>	4-6 adults
	<b>Floor Area:</b>	100-150 net sq. ft.
	<b>Function:</b>	Space for small groups to work together
	<b>Adjacency:</b>	Close proximity to service desk
<b>Room Characteristics</b>	<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: "Classroom" type</li> <li>▫ Card Reader access: No</li> <li>▫ Full-glass lite in door or glass walls</li> </ul>
	<b>Windows:</b>	<ul style="list-style-type: none"> <li>▫ Exterior optional (provide window blinds)</li> <li>▫ Interior windows required for staff monitoring (no blinds)</li> </ul>
	<b>HVAC:</b>	70-76°
	<b>Plumbing:</b>	None
	<b>Electrical:</b>	Wall outlets Wall outlets on all walls
	<b>Lighting:</b>	Overhead ambient
	<b>Voice/Data:</b>	None
	<b>CATV:</b>	None
	<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
	<b>FF&amp;E:</b>	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> <li>▫ One 60"x40" marker board</li> </ul> <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> <li>▫ Furniture: Table and 4-6 chairs</li> </ul>
	<b>Special Requirements:</b>	Acoustic separation walls between adjacent rooms: minimum STC of 50

## Information Services Desk

### Functional Properties

<b>Area Type:</b>	Public
<b>Capacity:</b>	Community: 1 staff member Regional: 2 staff members
<b>Floor Area:</b>	Community: 200-250 net sq. ft. Regional: 350 net sq. ft.
<b>Function:</b>	Information Services is composed of three parts: <ul style="list-style-type: none"> <li>▫ Information Desk: Customer information including public PC support</li> <li>▫ Pharos Center: public computers for online card catalog search</li> <li>▫ Copy/Printing Center: public access copier/printer</li> </ul>
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Visible from Lobby and Entry</li> <li>▫ Direct supervision of public PC workstations, stacks and seating areas</li> <li>▫ Visible from Circulation Desk (if desks are not combined)</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	None
<b>Windows:</b>	None
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	Wired desk; wall or floor outlets, dedicated power outlet for copier/printer
<b>Lighting:</b>	Overhead ambient lights and pendant task lights
<b>Voice/Data:</b>	Voice and data drops for each workspace as well as Pharos command center
<b>CATV:</b>	None
<b>Paging System:</b>	Telephone paging system
<b>FF&amp;E:</b>	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> <li>▫ Information and Pharos desks (Refer to Appendix for desk requirements)</li> </ul> <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> <li>▫ Furniture: <ul style="list-style-type: none"> <li>▫ Counter height stools</li> <li>▫ Desk chairs for low service points</li> </ul> </li> <li>▫ Computer equipment for Information and Pharos desk (Refer to Appendix for desk requirements)</li> <li>▫ Copier/printer; 1 machine at Communities; 2 machines at Regionals</li> <li>▫ Communities have two coin machines; Regionals have three coin machines</li> </ul>
<b>Special Requirements:</b>	May be combined with circulation services desk. Shelving for ready reference materials: 12 linear feet maximum.

## Lobby

Functional Properties

<b>Area Type:</b>	Public
<b>Capacity:</b>	Adequate size for use as main entrance and foyer for meeting room
<b>Floor Area:</b>	600-1,200 net sq. ft.
<b>Function:</b>	<ul style="list-style-type: none"> <li>▫ Space where visitors enter the library</li> <li>▫ Location of community information flyers and library displays</li> <li>▫ Circulation space for after-hours rooms</li> </ul>
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Direct connection to Meeting Room, Conference Room, Public Restrooms, and Janitor’s Closet</li> <li>▫ Visually connected to circulation or customer service desk</li> </ul>

Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Prefer automatic sliding doors</li> </ul>
<b>Windows:</b>	<ul style="list-style-type: none"> <li>▫ Maximize natural light</li> </ul>
<b>HVAC:</b>	70-76°; consider heat curtain at entrance
<b>Plumbing:</b>	Water cooler (bi-level), in alcove, preferably
<b>Electrical:</b>	Power for book detection system, annunciator panel, Digital Bulletin Board, four duplex power convenience outlets, people counter, water cooler
<b>Lighting:</b>	Overhead ambient, display case lighting
<b>Voice/Data:</b>	Data drop for Digital Bulletin Board
<b>CATV:</b>	Cable drop for Digital Bulletin Board
<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ Millwork: slat wall for information flyers; cubbies or storage for paper products; display case (lockable with glass doors); for all items confirm size/quantity requirements with Library staff</li> <li>▫ Roll-up security grille</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ Digital Bulletin Board (typically a flat-screen monitor)</li> <li>▫ Public address system</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▫ Recessed walk-off mat in vestibule</li> <li>▫ Floor finish should be durable and easily maintained</li> <li>▫ Annunciator panel near entrance</li> <li>▫ Prefer book drop slot from lobby that deposits returns directly into the staff workroom, or consider free-standing book drop kiosk in the lobby area.</li> <li>▫ Designate location for AED cabinet and signage (furnished and installed by Owner)</li> </ul>

## Meeting Room w/ Kitchenette and Storage

### Functional Properties

<b>Area Type:</b>	Public
<b>Capacity:</b>	Community: 80 people Regional: 125 people
<b>Floor Area:</b>	Community: 900 net sq. ft. Regional: 1,100 net sq. ft. Storage: 100-200 net sq. ft.
<b>Function:</b>	Large room with divider for library programs and community meetings
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Direct connection to Lobby and to Exterior</li> <li>▫ Close proximity to after-hours uses</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Interior doors: “Classroom” function lockset, narrow lite</li> <li>▫ Exterior door: Exit door (panic) function lockset, card reader, serves as after-hours entry/exit</li> </ul>
<b>Windows:</b>	Exterior windows shall have operable blinds or window coverings
<b>HVAC:</b>	70-76°, should be dedicated zone for after-hours operation/control
<b>Plumbing:</b>	Kitchenette: sink with gooseneck faucet
<b>Electrical:</b>	<ul style="list-style-type: none"> <li>▫ Meeting Room: floor outlet for podium and listening devices; outlets on all walls; motorized room divider</li> <li>▫ Kitchenette: power for under-counter refrigerator and above-counter outlets (2 duplex)</li> <li>▫ Wiring for Smart Board; wiring for projector in ceiling</li> </ul>
<b>Lighting:</b>	Overhead ambient lights on dimmers; switches at both end of rooms
<b>Voice/Data:</b>	(2) voice/data drops (both sides of divider) for wall phones
<b>CATV:</b>	(2) cable drops (both sides of divider)
<b>Paging System:</b>	Speakers (recessed in ceiling) for P.A. system (both sides of divider)
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ Two 60”x36” marker boards, one on either side of room divider</li> <li>▫ Motorized room divider (minimum STC: 50)</li> <li>▫ One motorized projection screen</li> <li>▫ Consider LED panel wired for use with cable and PC</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ Furniture: <ul style="list-style-type: none"> <li>▫ Tables: 10-15</li> <li>▫ Chairs: Community: 65min; Regional: 100 min</li> </ul> </li> <li>▫ Under-counter refrigerator</li> <li>▫ Podium with built-in assistive listening device</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▫ Acoustic separation between Meeting Room and adjacent library rooms: STC 45 min, 50 preferred</li> <li>▫ Picture molding on all walls</li> <li>▫ Kitchenette: lockable base and wall cabinets; under-counter refrigerator</li> </ul>

- Storage Room: For storing tables, chairs, and media carts; wall shelving
- Provide egress doors as required for occupancy and after-hours egress

## Public Computer Workstations

### Functional Properties

<b>Area Type:</b>	Public
<b>Capacity:</b>	Community: 24 workstations (confirm with Library staff) Regional: 30+ workstations(confirm with Library staff) Capacity varies by location based on community needs
<b>Floor Area:</b>	Community: 400 net sq. ft. Regional: 500+ net sq. ft.
<b>Function:</b>	Public PCs with internet and printing capability
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Directly adjacent to Information Desk</li> <li>▫ Visual supervision of each workstation from Information Desk staff</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	N/A
<b>Windows:</b>	Computers should be located to avoid glare from windows
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	Floor and/or wall mounted junction boxes for systems furniture wiring (Junction boxes placed to promote flexibility)
<b>Lighting:</b>	Overhead ambient (additional task lighting may be required)
<b>Voice/Data:</b>	Data for systems furniture
<b>CATV:</b>	None
<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
<b>FF&amp;E:</b> (In addition see Laptop/WiFi Bar Appendix)	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> <li>▫ None</li> </ul> <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> <li>▫ Systems Furniture workstations (refer to Appendix)</li> <li>▫ Chair for each workstation; lightweight, sled bottom</li> <li>▫ PC for each workstation</li> </ul>
<b>Special Requirements:</b>	None

## Quiet Study Room

### Functional Properties

<b>Area Type:</b>	Public
<b>Capacity:</b>	Community: 6-8 workstations* Regional: 20 workstations* <i>*Number of required workstations should be confirm with Library staff</i>
<b>Floor Area:</b>	30 – 40 net sq. ft. per workstation
<b>Function:</b>	Quiet space for individual work
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Visibility from entrance for customers</li> <li>▫ Located in quiet part of building</li> <li>▫ Distant from Lobby and Children’s Area</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: “Passage” type</li> <li>▫ Full-glass lite in door</li> </ul>
<b>Windows:</b>	<ul style="list-style-type: none"> <li>▫ Exterior windows desirable (with blinds or shading device)</li> <li>▫ Interior window required for staff monitoring (no shades or blinds)</li> </ul>
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	<ul style="list-style-type: none"> <li>▫ Floor and/or wall mounted junction boxes for systems furniture wiring (2 outlets per station workstation)</li> <li>▫ Avoid raised floor junction boxes. Keep junction boxes flush with the floor and ensure carpet is secured around the junction boxes to prevent raveling.</li> </ul>
<b>Lighting:</b>	Overhead ambient (may not provide enough lighting). Provide task lighting in the systems furniture or sufficient overhead lighting or individual study during evening hours
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
<b>FF&amp;E:</b>	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> <li>▫ None</li> </ul> <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> <li>▫ Systems Furniture workstations (refer to Appendix)</li> <li>▫ Chair for each workstation; lightweight with sled bottom</li> <li>▫ 2-3 lounge chairs if space permits</li> </ul>
<b>Special Requirements:</b>	Acoustic separation between Quiet Study Room and adjacent library spaces

## Restroom - Men

### Functional Properties

<b>Area Type:</b>	Public
<b>Capacity:</b>	As required by Code
<b>Floor Area:</b>	Community: 180 net sq. ft. (or as required to comply with code) Regional: 225 net sq. ft. (or as required to comply with code)
<b>Function:</b>	Public restroom
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Direct connection to Lobby</li> <li>▫ Locate within before/after-hours area</li> <li>▫ Area near restroom entrances should be visible from Circulation Desk</li> <li>▫ Visibility from service desk highly desirable</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	Door frame only (no door)
<b>Windows:</b>	None
<b>HVAC:</b>	70-76°, with exhaust
<b>Plumbing:</b>	<ul style="list-style-type: none"> <li>▫ Dual-flush toilets, manually operated</li> <li>▫ Low-flow urinal, manually operated</li> <li>▫ Lavatories (countertop) with faucets (hands-free sensor control, hard-wired with battery back-up)</li> </ul>
<b>Electrical:</b>	Power for hand dryer(s) and faucets, one duplex GFCI outlet at lavatory countertop
<b>Lighting:</b>	Overhead
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ Toilet partitions, floor supported/overhead braced (with coat hook on each door)</li> <li>▫ Hand dryer, high speed</li> <li>▫ Toilet room accessories: soap dispensers, seat cover dispenser, diaper changing station, waste receptacle, toilet paper dispensers, grab bars, mirror with shelf (refer to Fairfax County Guidelines for Architects and Engineers for preferred equipment)</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ None</li> </ul>
<b>Special Requirements:</b>	Special attention to visual privacy in design of door-less entry to room

## Restroom - Women

### Functional Properties

<b>Area Type:</b>	Public
<b>Capacity:</b>	As required by Code
<b>Floor Area:</b>	Community: 180 net sq. ft. (or as required to comply with code) Regional: 225 net sq. ft. (or as required to comply with code)
<b>Function:</b>	Public restroom
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Direct connection to Lobby</li> <li>▫ Locate within before/after-hours area</li> <li>▫ Area near restroom entrances should be visible from Circulation Desk</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	Door frame only (no door)
<b>Windows:</b>	None
<b>HVAC:</b>	70-76°, with exhaust
<b>Plumbing:</b>	<ul style="list-style-type: none"> <li>▫ Dual-flush toilets, manually operated</li> <li>▫ Lavatories (countertop) with faucets (hands-free sensor control, hard-wired with battery back-up)</li> </ul>
<b>Electrical:</b>	Power for hand dryer and faucets, one duplex GFCI outlet at lavatory counter
<b>Lighting:</b>	Overhead
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ Toilet partitions, floor supported/overhead braced (with coat hook on each door)</li> <li>▫ Hand dryer, high speed</li> <li>▫ Toilet room accessories: soap dispensers, seat cover dispenser, diaper changing station, waste receptacle, toilet paper dispensers, grab bars, mirror with shelf, feminine hygiene product dispenser, feminine hygiene product waste receptacles (refer to Fairfax County Guidelines for Architects and Engineers for preferred equipment)</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ None</li> </ul>
<b>Special Requirements:</b>	Special attention to visual privacy in design of door-less entry to room

## Vestibule

### Functional Properties

<b>Area Type:</b>	Public
<b>Capacity:</b>	N/A
<b>Floor Area:</b>	80 net sq. ft. min. (or as required to ensure proper operation of doors)
<b>Function:</b>	<ul style="list-style-type: none"> <li>▫ Immediate entry space inside the building</li> <li>▫ Air lock to prevent loss of conditioned air</li> </ul>
<b>Adjacency:</b>	Direct connection to Lobby and parking

### Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Fully automatic doors in sequence</li> <li>▫ Separate ingress and egress sets of doors if possible. If not possible, provide set of double doors; coordinate with door operator manufacturer for appropriate spacing and clearances</li> <li>▫ Maximize glazing in doors</li> <li>▫ Prefer sliding doors if space permits</li> </ul>
<b>Windows:</b>	Maximize glazing and natural light
<b>HVAC:</b>	As necessary to provide air lock functionality, supplemental heat
<b>Plumbing:</b>	None
<b>Electrical:</b>	Power for door operators, heating (if electric), people counter
<b>Lighting:</b>	Overhead ambient
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	None
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ People counter</li> <li>▫ Recessed walk-off mat</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ None</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▫ Refer to ASTM A156.10 for automatic door operation; minimum 10' between doors to ensure proper operation of door operators. Consult with operator manufacturer.</li> <li>▫ HVAC design to ensure vestibule adequately serves as air lock</li> <li>▫ Walk-off mat sized to meet LEED requirements</li> </ul>

## Shelving Areas – Children

<b>Functional Properties</b>	<b>Area Type:</b>	Public
	<b>Capacity*:</b>	Community: 15,000-28,000 items* Regional: 17,000-28,000 items*
	<b>Floor Area:</b>	<ul style="list-style-type: none"> <li>▫ 11 net sq. ft. per shelving unit (36" long, single sided, 12" deep shelves)</li> <li>▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)</li> </ul>
	<b>Function:</b>	Shelving for all children's materials except juvenile nonfiction which is shelved with adult nonfiction
	<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Visual supervision from any service desk</li> <li>▫ Not adjacent to entrance door</li> </ul>
<b>Room Characteristics</b>	<b>Doors:</b> (see Appendix)	None
	<b>Windows:</b>	Natural light preferred
	<b>HVAC:</b>	70-76°
	<b>Plumbing:</b>	None
	<b>Electrical:</b>	Wall outlets
	<b>Lighting:</b>	Overhead ambient; refer to "Building Program Design Criteria" section and Fairfax County Guidelines for Architects and Engineers for lighting levels
	<b>Voice/Data:</b>	None
	<b>CATV:</b>	None
	<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
	<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ Library Shelving Units:             <ul style="list-style-type: none"> <li>▫ 48" tall – picture books</li> <li>▫ 66" tall – juvenile fiction, audio books, DVDs</li> </ul> </li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ Bins or shelves for board books</li> <li>▫ 1 table w/ 4 chairs for preschool children</li> <li>▫ 1 table w/ 4 chairs for school age children</li> <li>▫ Slanted top table w/ 2 benches</li> <li>▫ Small sofa (2 person size) for reading</li> <li>▫ Area rug (for sitting on)</li> <li>▫ Regional: Provide 1-2 additional tables with child-size chairs and second small sofa</li> </ul>
	<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▫ Child-friendly design/furniture should identify the space for children</li> <li>▫ Theme-designed space not desired</li> </ul>

*\*Actual collection sizes should be verified with Library staff during programming phase.*

## Shelving Areas –Fiction

### Functional Properties

<b>Area Type:</b>	Public
<b>Capacity*:</b>	Community: 9,000-16,000 items* Regional: 17,000-26,500 items*
<b>Floor Area:</b>	<ul style="list-style-type: none"> <li>▫ 11 net sq. ft. per shelving unit (36" long, single sided)</li> <li>▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)</li> </ul>
<b>Function:</b>	Shelving for fiction collection (does not include children's and young adult)
<b>Adjacency:</b>	Visual supervision from any service desk desirable

### Room Characteristics

<b>Doors:</b> (see Appendix)	None
<b>Windows:</b>	Natural light preferred
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	Wall outlets
<b>Lighting:</b>	Overhead ambient; refer to "Building Program Design Criteria" lighting section and Fairfax County Guidelines for Architects and Engineers for lighting levels
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ Library Shelving Units: <ul style="list-style-type: none"> <li>▫ 66" tall – preferred height</li> <li>▫ 74" tall – maximum for free-standing shelving units</li> <li>▫ Perimeter wall-mounted shelving units may be up to 84" tall</li> </ul> </li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ None</li> </ul>
<b>Special Requirements:</b>	None

*\*Actual collection sizes should be verified with Library staff during programming phase.*

## Shelving Areas – Foreign Language

**Functional Properties**

<b>Area Type:</b>	Public
<b>Capacity*:</b>	Varies by branch (determined by branch community demographics - confirm with Library Administration staff)*
<b>Floor Area:</b>	Included with the Adult Nonfiction area
<b>Function:</b>	Shelving for foreign language resources. Quantity of shelving units based on collection size (confirm with Library Administration staff)
<b>Adjacency:</b>	Visual supervision from any service desk desirable

**Room Characteristics**

<b>Doors:</b> (see Appendix)	None
<b>Windows:</b>	Natural light preferred
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	None
<b>Lighting:</b>	Overhead ambient; refer to “Building Program Design Criteria” lighting section and Fairfax County Guidelines for Architects and Engineers for lighting levels
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
<b>FF&amp;E:</b>	<u>Furnished and Installed by GC:</u> □ None <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> □ Library Shelving Units: 66” – 72” high
<b>Special Requirements:</b>	None

*\*Actual collection sizes should be verified with Library staff during programming phase.*

## Shelving Area – Holds / Pick Up

### Functional Properties

<b>Area Type:</b>	Public
<b>Capacity*:</b>	Community: 84 linear feet of shelving* Regional: 126 linear feet of shelving*
<b>Floor Area:</b>	Included in Circulation Desk zone
<b>Function:</b>	Customers retrieve their reserved materials without staff intervention
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Near express checkout stations</li> <li>▫ Visual supervision from any service desk desirable</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	None
<b>Windows:</b>	None
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	None
<b>Lighting:</b>	Overhead ambient; refer to “Building Program Design Criteria” lighting section and Fairfax County Guidelines for Architects and Engineers for lighting levels Consider feature/highlight lighting for shelving as way finding feature
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
<b>FF&amp;E:</b>	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> <li>▫ None</li> </ul> <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> <li>▫ Library Shelving Units: 66” – 72” high</li> </ul>
<b>Special Requirements:</b>	None

*\*Actual collection sizes should be verified with Library staff during programming phase.*

## Shelving Areas – Media

**Functional Properties**

<b>Area Type:</b>	Public
<b>Capacity*:</b>	Community: 3,000-5,000 items* Regional: 12,000-14,000 items*
<b>Floor Area:</b>	<ul style="list-style-type: none"> <li>▫ 11 net sq. ft. per shelving unit (36” long, single sided)</li> <li>▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)</li> </ul>
<b>Function:</b>	Shelving for adult and juvenile audiobooks and DVDs
<b>Adjacency:</b>	Nearby Adult and Juvenile collections

**Room Characteristics**

<b>Doors:</b> (see Appendix)	None
<b>Windows:</b>	Natural light preferred
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	None
<b>Lighting:</b>	Overhead ambient; refer to “Building Program Design Criteria” section and Fairfax County Guidelines for Architects and Engineers for lighting levels
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
<b>FF&amp;E:</b>	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> <li>▫ None</li> </ul> <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> <li>▫ Library Shelving Units: 66” – 72” high</li> </ul>
<b>Special Requirements:</b>	None

*\*Actual collection sizes should be verified with Library staff during programming phase.*

## Shelving Areas – New Arrivals

### Functional Properties

<b>Area Type:</b>	Public
<b>Capacity*:</b>	Community: 1,500-2,500 items* Regional: 3,000 items*
<b>Floor Area:</b>	<ul style="list-style-type: none"> <li>▫ 11 net sq. ft. per shelving unit (36" long, single sided)</li> <li>▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)</li> </ul>
<b>Function:</b>	Merchandising and browsing area for new books and media
<b>Adjacency:</b>	Near entrance and Circulation Desk

### Room Characteristics

<b>Doors:</b> (see Appendix)	None
<b>Windows:</b>	Natural light preferred
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	None
<b>Lighting:</b>	Enhanced overhead ambient; refer to "Building Program Design Criteria" section and Fairfax County Guidelines for Architects and Engineers for lighting levels Also provide accent "feature" lighting to highlight this collection
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
<b>FF&amp;E:</b>	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> <li>▫ None</li> </ul> <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> <li>▫ Library Shelving Units: 66" – 72" high</li> <li>▫ Bench or lounge chairs nearby</li> <li>▫ Small stool (for children)</li> </ul>
<b>Special Requirements:</b>	None

*\*Actual collection sizes should be verified with Library staff during programming phase.*

## Shelving Areas – Newspaper / Magazine

Functional Properties

<b>Area Type:</b>	Public
<b>Capacity*:</b>	To be provided by Library Administration staff*
<b>Floor Area:</b>	<ul style="list-style-type: none"> <li>▫ 11 net sq. ft. per shelving unit (36" long, single sided)</li> <li>▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)</li> </ul>
<b>Function:</b>	Browsing magazines & newspaper; back issues circulation of two years or less
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Nearby lounge seating</li> <li>▫ Visual supervision from service desk desirable</li> </ul>

Room Characteristics

<b>Doors:</b> (see Appendix)	None
<b>Windows:</b>	Natural light preferred
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	None
<b>Lighting:</b>	Overhead ambient; refer to “Building Program Design Criteria” section and Fairfax County Guidelines for Architects and Engineers for lighting levels
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ None</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ Periodical shelving with lift-up slant shelf for display and storage behind the slant shelf (consider periodical shelving system without lift-up display shelf)</li> <li>▫ Library Shelving: 66"-78" tall; stand alone or perimeter</li> <li>▫ Lounge seating with side tables</li> </ul>
<b>Special Requirements:</b>	None

*\*Actual collection sizes should be verified with Library staff during programming phase.*

## Shelving Areas – Nonfiction

### Functional Properties

<b>Area Type:</b>	Public
<b>Capacity*:</b>	Community: 22,000-30,000 items* Regional: 46,000-80,000 items*
<b>Floor Area:</b>	<ul style="list-style-type: none"> <li>▫ 11 net sq. ft. per shelving unit (36" long, single sided)</li> <li>▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)</li> </ul>
<b>Function:</b>	Shelving for combined adult and juvenile non-fiction; includes adult and juvenile biography
<b>Adjacency:</b>	Main public area

### Room Characteristics

<b>Doors:</b> (see Appendix)	None
<b>Windows:</b>	Natural light preferred
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	None
<b>Lighting:</b>	Overhead ambient; refer to "Building Program Design Criteria" section and Fairfax County Guidelines for Architects and Engineers for lighting levels
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
<b>FF&amp;E:</b>	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> <li>▫ None</li> </ul> <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> <li>▫ Library Shelving Units: 72" – 84" high</li> </ul>
<b>Special Requirements:</b>	None

*\*Actual collection sizes should be verified with Library staff during programming phase.*

## Shelving Areas – Reference

Functional Properties

<b>Area Type:</b>	Public
<b>Capacity*:</b>	Community: 1,000-1,200 items* Regional: 1,500-2,500 items*
<b>Floor Area:</b>	<ul style="list-style-type: none"> <li>▫ 11 net sq. ft. per shelving unit (36” long, single sided)</li> <li>▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)</li> </ul>
<b>Function:</b>	Shelving for combined adult and juvenile reference collections; non-circulating
<b>Adjacency:</b>	Main public area

Room Characteristics

<b>Doors:</b> (see Appendix)	None
<b>Windows:</b>	Natural light preferred
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	None
<b>Lighting:</b>	Overhead ambient; refer to “Building Program Design Criteria” section and Fairfax County Guidelines for Architects and Engineers for lighting levels
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
<b>FF&amp;E:</b>	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> <li>▫ None</li> </ul> <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> <li>▫ Library Shelving Units: 72” high with 12” deep shelves</li> </ul>
<b>Special Requirements:</b>	Extra-deep shelving may be required (verify with Library staff)

*\*Actual collection sizes should be verified with Library staff during programming phase.*

## Shelving Areas – Young Adult (YA)

### Functional Properties

<b>Area Type:</b>	Public
<b>Capacity*:</b>	Community: 3,200-6,400 items* Regional: 6,000-9,500 items* Seating and activity locations (reading, studying, gaming) for Community : 6-8 teens Regional: 8-10 teens
<b>Floor Area:</b>	<ul style="list-style-type: none"> <li>▫ 11 net sq. ft. per shelving unit (36" long, single sided)</li> <li>▫ Quantity of shelving units based on collection size (confirm with Library Administration staff)</li> <li>▫ Seating for a variety of options: soft seating (modular/sectional sofa, chairs), task chairs (table seating), stools (for WiFi bar), benches</li> <li>▫ Tables designed to allow for different configurations, including: <ul style="list-style-type: none"> <li>○ WiFi bars</li> <li>○ Game table</li> <li>○ Plug 'n Play</li> <li>○ Gaming consoles/mobile with seating</li> </ul> </li> <li>▫ Flat panel display for teen information/gaming</li> <li>▫ Display fixture and space to post announcements, display materials</li> <li>▫ Physical dividers for space delineation and/or sound issues. May be shelving unit; seating or display; ceiling suspended curtaining</li> <li>▫ Wall space for artwork</li> <li>▫ Open space</li> <li>▫ Signage – effective and appealing</li> </ul>
<b>Function:</b>	Shelving for young adult fiction
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Visual supervision from Service Desk</li> <li>▫ Not adjacent to Children's area</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	None
<b>Windows:</b>	Natural light preferred
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	Power and data for table(s) Wiring for computers, gaming stations, plug and play
<b>Lighting:</b>	Overhead ambient; refer to "Building Program Design Criteria" section and Fairfax County Guidelines for Architects and Engineers for lighting levels
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
<b>FF&amp;E:</b>	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> <li>▫ None</li> </ul>

Furnished and Installed by Owner or Owner-Contracted Provider:

Library Shelving Units: 72" – 84" high

- 1-2 tables with power
- 2 chairs per table
- 2-4 lounge chairs as space permits

**Special Requirements:** None

*\*Actual collection sizes should be verified with Library staff during programming phase.*

## Study Tables and Lounge Seating

### Functional Properties

<b>Area Type:</b>	Public
<b>Capacity:</b>	<p>Tables and Chairs:</p> <ul style="list-style-type: none"> <li>▫ Community: 6-12 tables; 2 or 4 chairs per table (tables for 2 preferred)</li> <li>▫ Regional: 12-16 tables; 2 or 4 chairs per table</li> </ul> <p>Lounge Chairs:</p> <ul style="list-style-type: none"> <li>▫ Community: 12-30 lounge chairs</li> <li>▫ Regional: 14-30 lounge chairs</li> </ul>
<b>Floor Area:</b>	<ul style="list-style-type: none"> <li>▫ Seating at tables: 25 net sq. ft. per seat</li> <li>▫ Seating at lounge chairs: 40 net sq. ft. per seat</li> </ul>
<b>Function:</b>	<ul style="list-style-type: none"> <li>▫ Seating for reading and study</li> <li>▫ WiFi Bar: Seating and power for customers using their own WiFi-enabled electronics; situate so as not to promote groups; refer to Appendix</li> </ul>
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Perimeter seating desirable</li> <li>▫ Clustered in quieter areas of library</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	None
<b>Windows:</b>	Natural light preferred; seating arranged to take advantage of natural light and views
<b>HVAC:</b>	70-76°
<b>Plumbing:</b>	None
<b>Electrical:</b>	Power provided to tables; floor or wall outlets at lounge chairs
<b>Lighting:</b>	Overhead ambient; Table lamps for task lighting
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	Speaker (recessed in ceiling) for public address system
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ None</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ Tables, chairs, lounge seating for individuals; no couches</li> </ul>
<b>Special Requirements:</b>	Refer to Appendix for addition information regarding WiFi Bar

## Electrical Room

**Functional Properties**

<b>Area Type:</b>	Support
<b>Capacity:</b>	N/A
<b>Floor Area:</b>	75 net sq. ft.
<b>Function:</b>	Incoming electrical service equipment; building distribution panels
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Direct access to building exterior or mechanical room</li> <li>▫ No public access</li> </ul>

**Room Characteristics**

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: "Storeroom" type</li> <li>▫ Card Reader access: Yes</li> </ul>
<b>Windows:</b>	None
<b>HVAC:</b>	65-80°, vented with fan
<b>Plumbing:</b>	None
<b>Electrical:</b>	As required for electrical system plus 120V duplex receptacle
<b>Lighting:</b>	20 foot candles using fluorescent fixtures
<b>Voice/Data:</b>	Telephone and data drop for one wall phone (mounted at +48" above finished floor)
<b>CATV:</b>	None
<b>Paging System:</b>	None
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ Electrical equipment as required</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ None</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▫ Wall space for additional panels; room sized to allow minimum 3ft clearance in front of every electrical panel.</li> <li>▫ Comply with A/E Guideline requirements</li> </ul>

## Facilities Maintenance Division (FMD) Storage

### Functional Properties

<b>Area Type:</b>	Support
<b>Capacity:</b>	N/A
<b>Floor Area:</b>	100 net sq. ft.
<b>Function:</b>	Storage for building materials needed for future replacements (carpet squares, ceiling tiles, etc); i.e. Attic Stock storage
<b>Adjacency:</b>	Near/off mechanical room or other service area

### Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: "Storeroom" type</li> <li>▫ Card Reader access: Yes</li> </ul>
<b>Windows:</b>	None
<b>HVAC:</b>	Minimum heat
<b>Plumbing:</b>	None
<b>Electrical:</b>	One dedicated 20 amp circuit with duplex receptacle
<b>Lighting:</b>	20 foot candles using fluorescent fixtures
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	None
<b>FF&amp;E:</b>	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> <li>▫ None</li> </ul> <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> <li>▫ Shelving for storage of building construction documents (plans and specifications), O&amp;M manuals, etc.</li> </ul>
<b>Special Requirements:</b>	Comply with A/E Guideline requirements.

## Mechanical Equipment Room

**Functional Properties**

<b>Area Type:</b>	Support
<b>Capacity:</b>	N/A
<b>Floor Area:</b>	800+/- net sq. ft.
<b>Function:</b>	Houses incoming HVAC equipment, incoming utilities
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Direct access to building exterior for equipment replacement</li> <li>▫ As far removed from public areas and staff areas as possible</li> </ul>

**Room Characteristics**

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: “Storeroom” type</li> <li>▫ Card Reader access: Yes</li> </ul>
<b>Windows:</b>	None
<b>HVAC:</b>	Heating to maintain minimum temperature
<b>Plumbing:</b>	Floor drains; equipment drains as needed
<b>Electrical:</b>	Power for equipment plus one or more dedicated 120V duplex receptacles
<b>Lighting:</b>	20 foot candles using fluorescent fixtures
<b>Voice/Data:</b>	Telephone and data drop for one wall phone (mounted at +48" above finished floor)
<b>CATV:</b>	None
<b>Paging System:</b>	None
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ HVAC equipment; water heater; energy management control system components</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ None</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▫ Smoke and fire barrier requirements per Building Code</li> <li>▫ If room is adjacent to occupied spaces provide walls with a minimum STC of 50 and sound rated door assembly</li> <li>▫ Comply with A/E Guideline requirements</li> </ul>

## Sprinkler Room

### Functional Properties

<b>Area Type:</b>	Support
<b>Capacity:</b>	N/A
<b>Floor Area:</b>	75 net sq. ft.
<b>Function:</b>	Access for operation and maintenance of fire protection system equipment
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Access to exterior of building; near other service areas</li> <li>▫ No public access</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: "Storeroom" type</li> <li>▫ Card Reader access: Yes</li> </ul>
<b>Windows:</b>	None
<b>HVAC:</b>	65-80°, vented with fan
<b>Plumbing:</b>	None
<b>Electrical:</b>	As required for sprinkler system operation
<b>Lighting:</b>	20 foot candles using fluorescent fixtures
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	None
<b>FF&amp;E:</b>	<u>Furnished and Installed by GC:</u> <ul style="list-style-type: none"> <li>▫ Fire protection system equipment</li> </ul> <u>Furnished and Installed by Owner or Owner-Contracted Provider:</u> <ul style="list-style-type: none"> <li>▫ None</li> </ul>
<b>Special Requirements:</b>	Exterior room sign per Fire Marshall requirements

## Telecommunications Equipment Room

### Functional Properties

<b>Area Type:</b>	Support
<b>Capacity:</b>	N/A
<b>Floor Area:</b>	120 net sq. ft.
<b>Function:</b>	Houses telecommunications, cable, network services; fire protection control panel; security system component rack
<b>Adjacency:</b>	Centrally locate to minimize wire/cable runs

### Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: "Storeroom" type</li> <li>▫ Card Reader access: Yes</li> </ul>
<b>Windows:</b>	None
<b>HVAC:</b>	Dedicated cooling system; heating to maintain minimum temperature
<b>Plumbing:</b>	None
<b>Electrical:</b>	Power for all equipment plus one dedicated 120V duplex receptacle
<b>Lighting:</b>	20 foot candles using fluorescent fixtures
<b>Voice/Data:</b>	Telephone and data drop for one wall phone (mounted at +48" above finished floor) Primary entry point for voice/data network
<b>CATV:</b>	Primary entry point for cable TV feed
<b>Paging System:</b>	None
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ Full length 3/4" fire retardant grade painted plywood on walls</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ None</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▫ Static-dissipative flooring</li> <li>▫ Comply with A/E Guideline requirements</li> <li>▫ Coordinate requirements with representatives of Fairfax County Department of Information Technology</li> </ul>

## Janitor's Closet

### Functional Properties

<b>Area Type:</b>	Support
<b>Capacity:</b>	N/A
<b>Floor Area:</b>	30 net sq. ft.
<b>Function:</b>	Storage space for cleaning products and cleaning equipment
<b>Adjacency:</b>	<ul style="list-style-type: none"> <li>▫ Near public restrooms</li> <li>▫ Does not open into restrooms</li> <li>▫ After-hours portion of library</li> </ul>

### Room Characteristics

<b>Doors:</b> (see Appendix)	<ul style="list-style-type: none"> <li>▫ Lockset: "Storeroom" type</li> <li>▫ Card Reader access: Yes</li> </ul>
<b>Windows:</b>	None
<b>HVAC:</b>	Heating to maintain minimum temperatures
<b>Plumbing:</b>	Mop sink at floor level
<b>Electrical:</b>	One 120V duplex receptacle
<b>Lighting:</b>	20 foot candles using fluorescent fixtures
<b>Voice/Data:</b>	None
<b>CATV:</b>	None
<b>Paging System:</b>	None
<b>FF&amp;E:</b>	<p><u>Furnished and Installed by GC:</u></p> <ul style="list-style-type: none"> <li>▫ Mop holder rack and 18" deep shelving, (5) shelves</li> </ul> <p><u>Furnished and Installed by Owner or Owner-Contracted Provider:</u></p> <ul style="list-style-type: none"> <li>▫ None</li> </ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>▫ Provide ceramic tile on all walls to a height of 48" above finish floor</li> <li>▫ Comply with A/E Guideline requirements</li> </ul>

Page intentionally left blank.

## **5. APPENDIX**

## Book Drop

<b>Description</b>	<b>Description:</b>	Hardware used for returning library material from outside the building
	<b>Item/Product:</b>	KwikDrop™ Through Wall System Standard Return Ensemble <ul style="list-style-type: none"> <li>• Stainless steel faceplate</li> <li>• 10” long chute</li> </ul>
	<b>Manufacturer:</b>	Kingsley
	<b>Manufacturer Contact:</b>	Kingsley webpage: <a href="http://www.kingsley.com">http://www.kingsley.com</a>
<b>Installation</b>	<b>Installation Requirements:</b>	Through wall book drops shall be installed according to ADA guidelines
	<b>Special Considerations:</b>	<ul style="list-style-type: none"> <li>▫ Through wall book drops shall be installed in the front of the building so that returned items are deposited into the interior book drop room</li> <li>▫ Avoid a location that requires bins to move through public areas to the workroom</li> <li>▫ Consider interior book drop in lobby area that deposits items into the workroom</li> <li>▫ Consider free-standing book drop instead of returns slot in service desk</li> </ul>

## Door Hardware

Description	<p><b>Description:</b> Hardware used for the operation of doors</p> <p><b>Item/Product:</b> Latchsets and Locksets at doors; Electronic access system including card readers and electric strikes; Fully automatic entry vestibule doors; panic hardware</p> <p><b>Manufacturer:</b> Latchsets/Locksets*:  <ul style="list-style-type: none"> <li>▫ Shall be selected from Schlage, Corbin Russwin, or Sargent (no "equal" products or substitutions are allowed)</li> </ul>           Electronic Access (Card Key):  <ul style="list-style-type: none"> <li>▫ Preferred electric strike: Folger Adam Series 310</li> <li>▫ Access control system shall be Northern system with Win-Pak software; sole source specification, coordinate with Owner</li> <li>▫ Access control cards and card readers: HID Corporation</li> </ul>           Emergency/Panic Hardware:  <ul style="list-style-type: none"> <li>▫ Preferred manufacture: Von Duprin</li> </ul> <p>* Note: Confirm all requirements with A/E Guidelines. In the event that conflicts are found, consult with DPWES Project Manager for clarification and guidance.</p> <p><b>Manufacturer Contact:</b> See websites for manufacturers identified above</p> </p>
Installation	<p><b>Installation Requirements:</b></p> <p>Latchsets/Locksets:</p> <ul style="list-style-type: none"> <li>▫ Heavy duty cylindrical locksets: provide at interior Storage room and Staff Restroom doors only.</li> <li>▫ Mortise locksets: Provide at all other interior doors.</li> <li>▫ Construction cores shall be provided on locksets. At the end of construction, GC shall remove all construction cores and Owner shall install permanent cylinders (see A/E Guidelines for product info)</li> <li>▫ All locksets and hardware shall be compatible with A/E Guidelines core cylinder specifications.</li> </ul> <p>Electronic Access (Card Key):</p> <ul style="list-style-type: none"> <li>▫ Electric strike voltages shall be compatible with access control system</li> <li>▫ Locate junction boxes above acoustic tile ceiling when possible</li> </ul> <p>Fully Automatic Doors:</p> <ul style="list-style-type: none"> <li>▫ Provide separate ingress and egress sets of doors if possible. If not possible, provide set of double doors; coordinate with door operator manufacturer for appropriate spacing</li> <li>▫ Refer to ASTM A156.10 for automatic door operation; minimum 10' between doors to ensure proper operation of door operators</li> </ul> <p>Emergency/Panic Hardware:</p> <ul style="list-style-type: none"> <li>▫ All panic hardware shall have removable cylinders to match the building Master Key System</li> <li>▫ Select panic hardware to maintain Code-required clear door opening</li> </ul>

**Special Considerations:**

Refer to Fairfax County Guidelines for Architects and Engineers for additional hardware requirements

Mortise Latchset Function Types (ANSI designation included):

“Passage” (ANSI F01):

Latchbolt retracted by levers from either side at all times. No keyed lock.

“Office” (ANSI F04):

Latchbolt retracted by lever from either side unless outside is locked by key outside or by turning inside thumb-turn. Outside remains locked until thumb turn is returned to vertical position or lock is unlocked by key. Inside lever always retracts latchbolt (inside lever is always free for immediate egress).

“Classroom” (ANSI F05):

Latchbolt retracted by lever from either side unless outside is locked by key. Outside is unlocked by key. Inside lever always retracts latchbolt (inside lever is always free for immediate egress).

“Storeroom” (ANSI F07):

Latchbolt retracted by key outside or by lever inside. Outside lever always inoperative. Inside lever always retracts latchbolt (inside lever is always free for immediate egress).

“Privacy” (F22):

Latchbolt retracted by lever from either side unless outside is locked by inside thumb-turn. Turning inside lever or closing door unlocks outside lever. Emergency release unlocks from outside. Inside lever always retracts latchbolt (inside lever is always free for immediate egress).

Dummy Trim: Dummy lever that does not turn. Used for door pull or as matching inactive trim.

Miscellaneous Requirements

Provide weatherstripping, thresholds and door bottoms at all exterior doors.

Provide weather seal astragal at pairs of exterior doors.

Provide security protection of strike at all exterior pairs of doors.

## Door Monitoring System

<b>Description</b>	<b>Description:</b>	Door monitoring system monitors the opening status of all exterior doors
	<b>Item/Product:</b>	Honeywell Ademco Vista Electronic Door Monitoring System: <ul style="list-style-type: none"> <li>▫ Ademco Vista-20P control panel located in Telecommunications Room</li> <li>▫ Ademco 6160 Alpha Display Keypad located behind Circulation Desk</li> <li>▫ Ademco recessed door contacts</li> </ul> (Sole source specification)
	<b>Manufacturer:</b>	Honeywell
	<b>Manufacturer Contact:</b>	Honeywell Ademco Vista webpage: <a href="http://www.security.honeywell.com/hsc/products/control/bu/ad/index.html">http://www.security.honeywell.com/hsc/products/control/bu/ad/index.html</a>
<b>Installation</b>	<b>Installation Requirements:</b>	Door monitoring system shall monitor all exterior doors into library, mechanical, electrical, and sprinkler rooms
	<b>Special Considerations:</b>	Location of keypad to be coordinated with location of switches and other controls located at the Circulation Desk

## Door Bell System

<b>Description</b>	<b>Description:</b>	Doorbell system to inform library staff when delivery or service personnel are at the Delivery/Receiving Room entrance
	<b>Item/Product:</b>	Door Bell system: audio bell only, no video
	<b>Manufacturer:</b>	NuTone
	<b>Manufacturer Contact:</b>	Company website: <a href="http://www.nutone.com/">http://www.nutone.com/</a>
<b>Installation</b>	<b>Installation Requirements:</b>	<ul style="list-style-type: none"> <li>▫ Pushbutton shall be located at exterior of door to Delivery/Receiving Area</li> <li>▫ Door Bell shall be located in Staff Workroom on wall adjacent to door leading to Delivery/Receiving Room</li> </ul>
	<b>Special Considerations:</b>	System shall not be wireless

## Express-Checkout Equipment

<b>Description</b>	<p><b>Description:</b> Computer system that customers can use to check out library materials without staff intervention</p> <p><b>Item/Product:</b></p> <ul style="list-style-type: none"> <li>▫ All equipment is N.I.C.</li> <li>▫ Express checkout system located on casework items</li> </ul> <p><b>Manufacturer:</b> N/A</p> <p><b>Manufacturer Contact:</b> N/A</p>
<b>Installation</b>	<p><b>Installation Requirements:</b></p> <p>Location:</p> <ul style="list-style-type: none"> <li>▫ Some stations near service desk, others located away from desk. At least one station located near holds pick-up area.</li> </ul> <p>Express checkout system:</p> <ul style="list-style-type: none"> <li>▫ Touchscreen monitor and monitor arm <ul style="list-style-type: none"> <li>▫ Monitor arm model: Humanscale M7 (<a href="http://www.humanscale.com/products/product_detail.cfm?group=M7for1Monitor">http://www.humanscale.com/products/product_detail.cfm?group=M7for1Monitor</a>)</li> <li>▫ Located on counter top</li> </ul> </li> <li>▫ Barcode Scanner <ul style="list-style-type: none"> <li>▫ Model: Metrologic Orbit scanner</li> <li>▫ Located on counter top</li> </ul> </li> <li>▫ Receipt Printer <ul style="list-style-type: none"> <li>▫ Model: Epson</li> <li>▫ Located on countertop</li> </ul> </li> <li>▫ CPU and CPU holder <ul style="list-style-type: none"> <li>▫ CPU holder model: Humanscale CPU555 (<a href="http://www.humanscale.com/products/product_detail.cfm?group=CPU555">http://www.humanscale.com/products/product_detail.cfm?group=CPU555</a>)</li> <li>▫ Located in locked cabinet below counter</li> </ul> </li> <li>▫ Keyboard and keyboard tray <ul style="list-style-type: none"> <li>▫ Keyboard tray model: Humanscale 5G 900 (<a href="http://www.humanscale.com/products/product_detail.cfm?group=KeyboardSystems">http://www.humanscale.com/products/product_detail.cfm?group=KeyboardSystems</a>)</li> <li>▫ Located in locked cabinet below counter</li> </ul> </li> </ul> <p>Casework requirements:</p> <ul style="list-style-type: none"> <li>▫ Below-counter cabinet with lock for CPU</li> <li>▫ If Express checkout below-counter cabinet is facing the public, use flush pull</li> <li>▫ Grommet in counter for power/data</li> <li>▫ Power and data feed below casework; coordinate path of conduit concealed in casework</li> </ul> <p><b>Special Considerations:</b></p> <ul style="list-style-type: none"> <li>▫ Countertop minimum 24" x 36" desirable, but could be smaller; if no keyboard is needed</li> <li>▫ Casework design should allow future flexibility since computer equipment will change over time</li> </ul>

## Library Millwork

Description

<b>Description:</b>	Design requirements for Customer Service Desk (Circulation, Information, and Pharos Desks) <ul style="list-style-type: none"> <li>▫ Also see WiFi Bars Appendix and the Pharos System Appendix</li> <li>▫ Equipment station will depend on service desk design development and the hardware/software replacement for Pharos.</li> <li>▫ As service delivery methods and equipment changes continue to evolve, millwork design standards will need to be revisited. Consultation with library staff on the status of service delivery methods and installation of new equipment will be required very early in the design phase for new and renovated libraries.</li> </ul>
<b>Item/Product:</b>	Custom casework
<b>Manufacturer:</b>	N/A
<b>Manufacturer Contact:</b>	N/A

Drawing Standards

<ul style="list-style-type: none"> <li>▫ Refer to Design Requirements below for each desk</li> <li>▫ Standard modular units for Information Desk shall include high and low modules</li> <li>▫ Standard modular units for Pharos Desk shall include high and low modules for shelving and public computer use</li> <li>▫ Plan, elevation, section, and a 3D illustration of each desk module to include materials, size, unit components, construction details, applicable sizes and dimensions within each module, wire management and other applicable data</li> <li>▫ Drawings shall locate equipment applicable to each module</li> <li>▫ Drawings shall include an overall floor plan and required distances and clearances behind each desk</li> <li>▫ Signage applicable to each module</li> <li>▫ Desks shall comply with Accessibility requirements</li> </ul>
---

Design Requirements

Circulation Desk						
Unit Type	Unit Name	H	W	D	Power/Tele/data	Equipment ( for information)
A	Express Check-out	38	60	30	1 power, 1 voice/2 data	Keyboard, monitor, monitor arm, CPU, mouse, barcode scanner, receipt printer, credit card swipe, network printer
B	Accessible/Children's	29	48	30	1 power, 1 voice/data	Keyboard, monitor, monitor arm, CPU, mouse, barcode scanner, receipt printer, credit card swipe
C	Full Service Check-out	38	60	30	1 power, 1 voice/data	Keyboard, monitor, CPU, mouse, barcode scanner, receipt printer, credit card swipe, telephone
D	Returns - Location of the returns slot at the service desk will depend on other	38	60	30	Power, 1 voice/data	Keyboard, monitor, CPU, mouse, barcode scanner, receipt printer, credit card swipe, telephone

	options for returns located in the building lobby. Consultation with library staff will be necessary to determine the need for a returns slot at the service desk.					
--	--	--	--	--	--	--

<b>Information Desk</b>							
Design Req's	<b>Unit Type</b>	<b>Unit Name</b>	<b>H</b>	<b>W</b>	<b>D</b>	<b>Power/ Tele/data</b>	<b>Equipment (information)</b>
	A	Front Counter	38	60 - 72	30	1 power, 1 voice/data	Monitor, keyboard, CPU, scanner, mouse, keyboard, telephone
	B	Accessible/ Children's (sides)	29	48	26	1 power, 1 voice/data	Monitor, Keyboard, CPU, scanner, mouse, keyboard, telephone

<b>Pharos Desk</b>							
Installation	<b>Unit Type</b>	<b>Unit Name</b>	<b>H</b>	<b>W</b>	<b>D</b>	<b>Power/ Tele/data</b>	<b>Equipment (information)</b>
	A	Network Printer unit	42	42 - 48	24	1 power, 1 voice/2 data	1 network printer, 1 phone, 1CPU, monitor, mouse, keyboard
	B	Accessible/ Sign-in	32	66 - 72	24	1 power, 3 data	3 CPU, 3 monitors, 2 keyboards (with mouse)

Notes:

1. Investigate (in consultation with Library staff) opportunities and options for combining circulation and information desks.
2. Desks shall be designed/installed so that cabinet components can be easily separated/detached from one another (allowing for relocation by the Owner at a future time).
3. Contractor shall furnish and install grommets, which shall be field-located by Owner.
4. All millwork to be provided with wire management features to organize and conceal power and tele-data wiring.
5. Power and telecom main feed up to the units to be through the millwork cavity space, with surface mounted outlets or wiremold type power/data strip.
6. Wiring from equipment down to the outlets thru grommets on top of the desk w/ wire management in an open trough below the desks.
7. The open trough to have cut out at the bottom for CPU wiring connection where CPU is placed on the floor or the shelf unit.
8. The middle portion of the desks or all open portions (when there are no shelves or drawers) shall be open to the floor with a foot rest. No shelf at the floor level.

## People Counter

<b>Description</b>	<b>Description:</b>	Electronic people counter to allow the library to monitor the number and frequency of customer visits.
	<b>Item/Product:</b>	Infrared visitor counter
	<b>Manufacturer:</b>	Checkpoint; same manufacture as Book Detection System (Sole source specification)
	<b>Manufacturer Contact:</b>	3M Library Systems website: <a href="http://solutions.3m.com/wps/portal/3M/en_US/3MLibrarySystems/Home/">http://solutions.3m.com/wps/portal/3M/en_US/3MLibrarySystems/Home/</a> (800) 328-0067  Alternative Manufacturer: Walker Wireless <a href="http://www.walkerwirelessco.com/">http://www.walkerwirelessco.com/</a>
<b>Installation</b>	<b>Installation Requirements:</b>	<ul style="list-style-type: none"> <li>▫ Install in Vestibule</li> <li>▫ Wall or ceiling installation; minimize obtrusiveness of equipment as much as possible</li> <li>▫ Electrical power required in vestibule to support the people counter</li> </ul>
	<b>Special Considerations:</b>	None

## Pharos System and Copy/Printing Center Equipment

<b>Description</b>	<p><b>Description:</b> Customer computer sign-up, catalog search and printing area</p> <p><b>Item/Product:</b></p> <ul style="list-style-type: none"> <li>▫ All equipment is N.I.C.</li> <li>▫ Pharos System and Copy/Printing Center located on casework unit or system furniture</li> </ul> <p><b>Manufacturer:</b> N/A</p> <p><b>Manufacturer Contact:</b> N/A</p>
<b>Installation</b>	<p><b>Community Library Installation Requirements:</b></p> <p>Pharos System:</p> <ul style="list-style-type: none"> <li>▫ (3) stations, each with Computer Monitor, Keyboard and Mouse</li> <li>▫ CPU concealed in casework</li> <li>▫ Power and data for each station</li> <li>▫ Transaction height counter</li> </ul> <p>Copy/Printing Center:</p> <ul style="list-style-type: none"> <li>▫ (2) coin machine; standard product is Jamex 6557: <a href="http://www.jamexvending.com/content/view/cash.html">http://www.jamexvending.com/content/view/cash.html</a></li> <li>▫ (1) copy machine: approx. 40”H x 55”W x 30”D</li> <li>▫ Power for coin machines; power and data for copier</li> <li>▫ 2 linear feet (minimum) work counter/table: systems furniture</li> </ul> <p><b>Regional Library Installation Requirements:</b></p> <p>Pharos System:</p> <ul style="list-style-type: none"> <li>▫ Pharos System will be replaced with other software/equipment in 2013.</li> <li>▫ Anticipate many changes in equipment configuration</li> </ul> <p>Copy/Printing Center: (2) locations:</p> <ul style="list-style-type: none"> <li>▫ (3) coin machine; standard product is Jamex 6557: <a href="http://www.jamexvending.com/content/view/cash.html">http://www.jamexvending.com/content/view/cash.html</a></li> <li>▫ (2) copy machines: approx. 40”H x 55”W x 30”D</li> <li>▫ 2 linear feet (minimum) work counter/table: systems furniture</li> </ul> <p><b>Special Considerations:</b></p> <ul style="list-style-type: none"> <li>▫ Pharos and Copy/Printing Center should be located close to each other and to the Information Desk staff</li> <li>▫ Pharos and Copy/Printing Center location should be visible to customers at public access computers</li> <li>▫ If Copy/Printing Center is not located along a wall, systems furniture panels shall screen equipment from view from the rest of the library.</li> </ul>

*Anticipated change of Pharos System to occur in 2013; verify with Library staff on proposed system for each project*

## Public Information Display Products (Lobby)

<b>Description</b>	<p><b>Description:</b> Display products for display and dissemination of public information materials</p> <p><b>Item/Product:</b></p> <ul style="list-style-type: none"> <li>▫ Display Case for the library’s rotating display of art and information</li> <li>▫ Slat-wall and storage cubbies for displaying handouts and paper products for community use</li> <li>▫ Owner-provided Digital Bulletin Board (typically a flat-screen monitor) for displaying public service announcements and the Green Building Slide Show (for LEED Innovation in Design credit for Green Education Program)</li> </ul> <p><b>Manufacturer:</b></p> <ul style="list-style-type: none"> <li>▫ Display case, slat wall and storage cubbies shall be custom casework/millwork items</li> <li>▫ Digital Bulletin Board furnished/installed by Owner</li> </ul> <p><b>Manufacturer Contact:</b> N/A</p>
<b>Installation</b>	<p><b>Installation Requirements:</b></p> <p>Display Case:</p> <ul style="list-style-type: none"> <li>▫ Community: (1) 4ft – 5ft long unit; Regional: (2) 4ft – 5ft long unit</li> <li>▫ Recess unit in wall if possible</li> <li>▫ Storage Shelving (lower portion of unit):             <ul style="list-style-type: none"> <li>▫ Bottom of unit shall be used for storage</li> <li>▫ Opaque doors with lock</li> </ul> </li> <li>▫ Display Shelving (upper portion of unit):             <ul style="list-style-type: none"> <li>▫ Glass shelves on adjustable standards, min. 12" deep</li> <li>▫ Glass doors with lock</li> <li>▫ Interior lighting (see switch requirements below)</li> </ul> </li> </ul> <p>Slat-Wall and Storage Cubbies:</p> <ul style="list-style-type: none"> <li>▫ Community: 8 linear feet; Regional: 16 linear feet</li> <li>▫ Size cubbies to accommodate magazines, newsletters, handouts, government forms, etc.</li> </ul> <p>Digital Bulletin Board:</p> <ul style="list-style-type: none"> <li>▫ Power, cable, and data drops shall be located behind unit</li> </ul> <p><b>Special Considerations:</b></p> <p>Display Case:</p> <ul style="list-style-type: none"> <li>▫ Lighting in display case shall be positioned to prevent direct visibility of fixture from public viewing area.</li> <li>▫ Light switch shall be located at Circulation Desk</li> </ul> <p>Digital Bulletin Board:</p> <ul style="list-style-type: none"> <li>▫ Flat Screen shall be mounted high enough to dissuade customers from tampering with controls but low enough for library staff to adjust</li> <li>▫ Mounting location, height, and projection shall comply with Accessibility requirements</li> <li>▫ Computer connected to unit should be located in the Staff Work Room. Provide conduit for wiring connections</li> <li>▫ Library may have specific requirements for wall space to exhibit special portraits, community plaques. Check with library staff.</li> </ul>

## Shelving

<b>Description</b>	<p><b>Description:</b></p> <ul style="list-style-type: none"> <li>▫ Shelving units to house the library collections</li> <li>▫ End panels for exposed ends of shelving units</li> </ul> <p><b>Item/Product:</b></p> <ul style="list-style-type: none"> <li>▫ MJ Industries system 3000 steel shelving system</li> <li>▫ Designed, supplied and installed by County supplier</li> </ul> <p><b>County Supplier:</b> Liberty Systems, Inc. (confirm with County)</p> <p><b>County Supplier Contact:</b> Liberty Systems, Inc:  <a href="http://www.libertysystemsinc.com/">http://www.libertysystemsinc.com/</a>  (800) 487-6421</p>
<b>Installation</b>	<p><b>Installation Requirements:</b></p> <ul style="list-style-type: none"> <li>▫ Library shelving should be shown on architectural drawings as a N.I.C. item</li> <li>▫ County-approved shelving supplier will design, supply, and install shelving system. Confirm with County staff name of acceptable supplier(s) prior to contacting any supplier to discuss design of shelving</li> <li>▫ Architect shall design end panels. County-approved shelving supplier shall manufacture, furnish and install end panels.</li> <li>▫ End Panels: <ul style="list-style-type: none"> <li>▫ End panel design should reflect the concept and/or architectural language used in the design of the library</li> <li>▫ Use of materials with visual interest such as 3Form is encouraged</li> <li>▫ All end panels should accommodate signage indicating card catalog numbers</li> <li>▫ Some end panels should also include slat wall for display; coordinate with Project Manager and Library Administration</li> <li>▫ Consider versatile end panels for changing needs; consider installation of brackets to secure electronic tablets on end panels.</li> </ul> </li> </ul> <p><b>Special Considerations:</b> Architectural design should accommodate metal shelving construction:</p> <ul style="list-style-type: none"> <li>▫ A run of shelving units is comprised of a "Starter" unit, followed by a series of "Adder" units <ul style="list-style-type: none"> <li>▫ Typical Starter unit: 37.25" long (shelves with support column at each end)</li> <li>▫ Typical Adder unit: 36" long (shelves with support column at one end)</li> </ul> </li> <li>▫ Shelving unit depths (confirm all depths with Library Administration): <ul style="list-style-type: none"> <li>▫ Children's: 26-1/2" double-sided unit</li> <li>▫ Non-fiction and Biography: 26-1/2" double-sided unit</li> <li>▫ Fiction: 22-1/2" double-sided unit</li> </ul> </li> <li>▫ Lighting: Special attention should be paid to achieving required lighting levels on vertical faces of shelving units</li> </ul>

### Sample Shelving Requirements Matrix

**Shelving Requirements: Woodrow Wilson Library 41711**

**Assumptions:**

Collection includes about 50,000 items  
 20% of the branch collection is in circulation; shelving will accommodate at least 40,000 items.  
 15% of each shelf is empty to allow for efficient reshelving and collection growth.  
 100% of the Reference collection is on the shelves  
 Items on merchandizing shelves and paperback racks are included in the collection item count.

Collection	Shelving Ht (inches)	Shelves/Section (36" shelves)	Items/ft	Items/shelf (w/85% full)	WW Collection	% of Weeded Collection	Shelves for 80% of Coll.	Shelving Sections
Adult Audio Bks & Media	66	5	9	23	4,767	9%	166	33
Adult & YA Fiction	66	4	9	23	9,588	19%	333	83
Adult & Juv. Nonf.	66	4	10	26	19,226	38%	592	148
Reference (at 100%)	66	4	8	20	1,000	2%	50	13
Ready Reference	48	3	8	20	-	-	-	308 Total Adult
Juv Picture & ER +Boardbooks (507)	48	3	26	66	6,621	13%	80	27
Juv Fiction	66	4	16	41	4,813	10%	94	23
Juv Audio Bks & Media	66	5	9	23	1,138	2%	40	8
New & Hot Picks	66	4	9	23	3,200	6%	111	28
<b>Total</b>					<b>50,353</b>		<b>1,355</b>	<b>363</b>
Periodicals (w/storage behind)	84	5	1	3	75		25	5 Total Periodicals
Holds	66	4	9	23			12	3

## Signage

<b>Description</b>	<b>Description:</b>	Exterior signage identifying library and sustainable design features; interior signage directing users to service areas and identifying sustainable design features.
	<b>Item/Product:</b>	Exterior: <ul style="list-style-type: none"> <li>▫ Monument Library Sign, Building Signage, Sustainable Design Signage</li> </ul> Interior: <ul style="list-style-type: none"> <li>▫ Room Signage, Collections and Service Area Signage, Sustainable Design Signage</li> </ul>
	<b>Manufacturer:</b>	No standard manufacturer
	<b>Manufacturer Contact:</b>	No standard manufacturer

<b>Installation</b>	<b>Installation Requirements:</b>	<p>Monument Sign:</p> <ul style="list-style-type: none"> <li>▫ Two-sided, if siting permits</li> <li>▫ No pin letters</li> <li>▫ No back lit signs</li> <li>▫ Sign shall be lit by ground mounted or top mounted lights</li> <li>▫ Consider incorporating a digital display board module into the sign design (discuss with Library staff and comply with County product design standards)</li> <li>▫ Must include the text: <div style="text-align: center; padding-left: 40px;">           Fairfax County Public Library  <i>Library Name</i>  <i>Library Address</i> </div> </li> </ul> <p>Library Hours Sign:</p> <ul style="list-style-type: none"> <li>▫ 48”H x 22”W panel on or by the main entrance door</li> <li>▫ Letters must be large enough for viewing from the car as customers drive by the front door</li> <li>▫ Coordinate with Fairfax County Project Manager for times</li> <li>▫ Numbers and letters must be easily revised when hours of service change</li> </ul> <p>Room Signage: Located at all room doors/entrances in public area; Code-compliant design</p> <p>Collections and Service Area Signage:</p> <ul style="list-style-type: none"> <li>▫ Shall be simple and uniform with large lettering for good visibility</li> <li>▫ Have design that can be easily moved, added to, or updated when service areas or collections are moved</li> <li>▫ Use light-weight materials with hangers from the ceiling grid for easy rearrangement</li> <li>▫ Two-sided signs for flexibility</li> <li>▫ Signage for service desks and children’s area shall be easily visible from library entrance</li> <li>▫ Clear language and effective colors with strong contrast</li> <li>▫ Multi-lingual where appropriate</li> <li>▫ Design shall be consistent with building concept and/or architectural language</li> </ul>
---------------------	-----------------------------------	--

- Consistent height placement
- Verify wording and locations with Owner prior to installation

## **Sign Types/Schedule**

### **General:**

- Appropriate notes must be included in the construction documents to require that the “Sign verbiage shall be verified with the Owner prior to fabrication”
- All signage shall comply with applicable accessibility/disability requirements.
- Signage shall be designed to coordinate with and be complimentary to the overall interior design scheme.
- Signage shall be located to provide effective "wayfinding" for the public. Location and placement shall be determined in cooperation with Library staff.

### **1. Type A- LARGE SIGNS - Hanging Signs-Double Sided**

<b>Sign Text</b>	<b>Quantity</b>	<b>Notes</b>
CHECK OUT	1	
EXPRESS CHECK OUT	2	
RETURNS	1	
PUBLIC COMPUTERS	1	
FICTION	1	
INFORMATION	1	
MAGAZINES	1	
NEWSPAPERS	1	
NONFICTION	1	
CHILDREN'S	1	
TEENS (YFIC)	1	
CHILDREN'S FICTION (JFIC)	1	
QUIET STUDY	1	
BLANKS	3	spares for later additions or changes
BIOGRAPHY (B)	1	

### **2. TYPE B- MEDIUM SIGNS - General Collection And Information Areas**

Note: The signs are to be double sided and hanging.

<b>Sign text</b>	<b>Quantity</b>	<b>Notes</b>
DVDs	1	
HOT PICKS	1	
NEW ARRIVALS	2	
AUDIOBOOKS	1	
LARGE PRINT	1	
LEARNING ENGLISH (ESL)	1	
HOLDS PICK UP	1	
BLANKS	4	spares for later additions or changes
COMPUTER SIGN-UP	1	
COPIER/PRINTER	1	
CHILDREN'S BIOGRAPHY	1	
REFERENCE	1	
PICTURE BOOKS	1	
WORLD LANGUAGES	1	

3. **TYPE C - SMALL SIGNS** - General Collection and Information Areas

Sign Text	Quantity	Notes
COMPUTER-SIGNUP	1	
MYSTERY	1	
ROMANCE	1	
SCIENCE FICTION	1	
COPIER /PRINTER	1	
CONSUMER INFORMATION	1	
COMMUNITY INFORMATION	2	Wall mount
BEGINNING READERS (JR)	1	
CHILDREN'S-BIOGRAPHY (JB)	1	
CHILDREN'S AUDIOBOOKS	1	
CHILDREN'S DVDs	1	
BLANKS	5	spares for later additions or changes

4. **TYPE D - SMALL SIGNS**- Base Building Signs, Interior or Exterior As Required.

BOOK DROP  
 BRANCH MANAGER  
 CONFERENCE ROOM  
 DELIVERY  
 ELECTRICAL  
 EMERGENCY EXIT ONLY  
 FMD STORAGE  
 FRIENDS OF LIBRARY  
 GROUP STUDY  
 JANITOR  
 MECHANICAL  
 MEETING ROOM - (2- interior allow for a slide in slot for schedule posting)  
 MEETING ROOM - (Exterior)  
 MEN  
 QUIET STUDY  
 SPRINKLER  
 STAFF LOUNGE  
 STAFF ONLY (2)  
 STAFF RESTROOM  
 STORAGE  
 TELECOMMUNICATIONS  
 WOMEN

## Staff Lockers

<b>Description</b>	<p><b>Description:</b> Number of lockers and size will depend on number of staff assigned to the branch and the number of volunteers. Larger lockers with space to hang coats may be required if individual assigned work spaces are eliminated. Lockers may be shared, not permanently assigned to individuals. Recommend combination locks on the individual lockers with key to override the combination locks.</p> <p><b>Item/Product:</b> Five-tier metal lockers; 15" wide x 18" deep x 60" tall.</p> <p><b>Manufacturers:</b> Lyon, Art Metal Products, List Industries, Penco Products, Republic Storage Systems Co.</p> <p><b>Manufacturer Contact:</b> N/A</p>
<b>Installation</b>	<p><b>Installation Requirements:</b> Install in accordance with manufacturer's recommendations and as required to permanently anchor locker units to wall and floor.</p> <p><b>Special Considerations:</b> Locker shall have the following features:</p> <ul style="list-style-type: none"> <li>▫ Knock-down type, constructed from cold rolled steel sheet; 24 ga. for body, 18 ga. for doors, 16 ga. for frame</li> <li>▫ Recessed handle, key-operated combination lock, number plate per locker door</li> <li>▫ Closed metal base (4" or 6" high), finished to match lockers</li> <li>▫ Continuous sloped top, prefinished end panels and closure strips</li> <li>▫ All components to be factory finished with powder coat or baked enamel coating, color to be selected from standard options</li> </ul>

## Systems Furniture

<b>Description</b>	<p><b>Description:</b> Furniture used for all staff workstations, copier and printer enclosures, public computer workstations, and Quiet Room carrels</p> <p><b>Item/Product:</b> Furniture system consisting of panels, work surfaces, storage equipment, and shelves with integral power and data pathways</p> <p><b>Manufacturer:</b> Provided by County-approved Systems Furniture Provider</p> <p><b>Manufacturer Contact:</b> Contact information shall be provided by Fairfax County Project Manager</p>
<b>Installation</b>	<p><b>Installation Requirements:</b></p> <ul style="list-style-type: none"> <li>▫ Location and arrangement of Systems Furniture is shown on Architectural Drawings</li> <li>▫ Design and installation provided by System Furniture Provider</li> <li>▫ Finishes and materials selected by Architect based on full-range of finishes by furniture manufacturer</li> <li>▫ Power and data whip connections located and identified by A/E team; coordinate with Systems Furniture Provider; Systems Furniture Provider is responsible for connection to furniture</li> </ul> <p><b>Special Considerations:</b></p> <p>Systems Furniture panels:</p> <ul style="list-style-type: none"> <li>▫ Typically 2-1/4" thick; confirm with Systems Furniture Provider</li> </ul> <p>Staff workstation design and arrangement:</p> <ul style="list-style-type: none"> <li>▫ Overall dimensions of 3 workstations at 6'x7' for managers; all other workstations smaller @ 6'x5'.</li> <li>▫ Panels between staff workstations shall be 48" tall</li> <li>▫ Spine panels between rows of workstations shall be 60" tall</li> <li>▫ Spine panels of workstation shall run the length of the room to maintain an open sightline from the front to the rear of the Staff Workroom</li> <li>▫ Workstation panels or spines shall not obscure windows</li> <li>▫ Architectural layouts shall accommodate panel thicknesses and adequate space for power/data connections to wall</li> <li>▫ Counter-depth of workstations shall be 30"</li> <li>▫ Adjustable shelves shall be located on the 60" high panels</li> <li>▫ Each workstation shall have (2) file drawer units under one end of the counter and a 2-drawer-1-file-drawer unit on the other end of the "L"</li> </ul> <p>Quiet Room study carrels:</p> <ul style="list-style-type: none"> <li>▫ Individual study workstation size:36"x30"</li> <li>▫ Panels between workstation and spine panels shall be 48" tall</li> </ul> <p>Public Computer Workstations:</p> <ul style="list-style-type: none"> <li>▫ Continuous countertop, 24" deep", allowing for 5-8 workstations (30" per station)</li> <li>▫ End and back panels shall be 48" tall; no panels between workstations</li> </ul> <p>Permitting</p> <ul style="list-style-type: none"> <li>▫ A permit set of drawings for Systems Furniture must be submitted and approved by County DPWES prior to installation of equipment. Permit drawings will be subject to Systems Furniture Provider design</li> </ul>

## Time Capsule and Plaque

Description

<b>Description:</b>	Time Capsule to be located in exterior wall near main entrance. Dedication Plaque shall cover wall opening at Time Capsule.
<b>Item/Product:</b>	Time Capsule: 12”W x 24”H x 12”D; powder-coated aluminum construction
<b>Manufacturer:</b>	Erie Landmark Company
<b>Manufacturer Contact:</b>	Time Capsule website: <a href="http://www.erielandmark.com/products/aluminum-time-capsules">http://www.erielandmark.com/products/aluminum-time-capsules</a> Phone: (800) 874-7848
	Dedication Plaque website: <a href="http://www.erielandmark.com/products/fully-customized-plaques">http://www.erielandmark.com/products/fully-customized-plaques</a> Phone: (800) 874-7848

Installation

<b>Installation Requirements:</b>	<ul style="list-style-type: none"> <li>▫ Plaque shall be visible to customers on approach to main entrance of library</li> <li>▫ Coordinate with County and Time Capsule manufacturer for proper installation and sealing of Time Capsule</li> </ul>
<b>Special Considerations:</b>	<p>Plaque Text (confirm with Fairfax County Project Manager, Library Administration staff and BOS Supervisor's office):</p> <p style="text-align: center;"> <i>Name</i> Library              Dedicated on <i>Month Day, Year</i>              By              Board of Supervisors Chairman  <i>First Last</i>  <i>Name</i> District Supervisor  <i>First Last</i>              Library Board of Trustees Member  <i>First Last</i>              Friends of the <i>Name Name</i> Library, President  <i>First Last</i> </p> <p style="text-align: center;">Behind this plaque is a Time Capsule to be opened in <i>20XX</i></p>

## Wheeled Book Bins

<b>Description</b>	<p><b>Description:</b> Bins used by the library to collect books at Book Drop and to transport books from Staff Workroom to library shelves.</p> <p><b>Item/Product:</b> Supplied by Owner.</p> <p><b>Manufacturer:</b> N/A</p> <p><b>Manufacturer Contact:</b> N/A</p>
<b>Installation</b>	<p><b>Installation Requirements:</b></p> <p>At Book Drop Room and at return slot at Circulation Desk:</p> <ul style="list-style-type: none"> <li>▫ Depressible bins: 30-1/4”H x 30”W x 25”D</li> </ul> <p>At end of library shelving rows for re-shelving purposes:</p> <ul style="list-style-type: none"> <li>▫ Thin book-trucks: 43”H x 17”W x 14”D</li> </ul> <p>At Staff Workroom for shelving by staff/pages:</p> <ul style="list-style-type: none"> <li>▫ Single-sided 3-shelf carts: 43”H x 36”W x 14”D</li> </ul> <p>Delivery/Receiving Area for shelving by staff/pages:</p> <ul style="list-style-type: none"> <li>▫ Single-sided 3-shelf carts: 43”H x 36”W x 14”D</li> </ul> <p>Behind Circulation Desk for re-shelving:</p> <ul style="list-style-type: none"> <li>▫ Double-sided 6-shelf cart: 43”H x 36”W x 28”D</li> </ul> <p>For Juvenile Picture Books:</p> <ul style="list-style-type: none"> <li>▫ Flat shelved carts: 43”H x 42”W x 18”D</li> </ul> <p><b>Special Considerations:</b> Confirm all bin sizes and quantities with Library Administration staff</p>

## Loose Furniture

<b>Description</b>	<b>Description:</b>	Tables, chairs, and children’s furniture located throughout the library
	<b>Item/Product:</b>	Tables, chairs, area rugs
	<b>Manufacturer:</b>	Provided by County-approved Contract Furniture Provider
	<b>Manufacturer Contact:</b>	Contact information shall be provided by Fairfax County Project Manager
<b>Installation</b>	<b>Installation Requirements:</b>	<ul style="list-style-type: none"> <li>▫ Refer to “Individual Room Criteria” pages for furniture requirements</li> <li>▫ Architect shall select chairs and finishes from County-approved Contract Furniture Providers</li> </ul>
	<b>Special Considerations:</b>	None

## Wi-Fi Bar

### Description

<b>Description:</b>	With the availability of Wi-Fi in libraries and the growing customer ownership of laptops, tablets and other handheld devices, libraries have an increased need for more seating and more electrical power outlets. Most customers doing individual work in the library prefer to sit alone or with one other person at a table even if the table is intended to accommodate more people. Today the primary need is to provide space for customers using personal laptops, but as equipment changes, Wi-Fi bars will be a desirable alternative for individuals using tablets and similar devices.
<b>Item/Product:</b>	<ul style="list-style-type: none"> <li>▫ DataLink® fixed leg/no power tables with at least two PowerUp® modules.</li> <li>▫ Maestro® polypropylene seat and back sleigh leg chairs</li> </ul>
<b>Manufacturer:</b>	See System Furniture requirements section in Appendix
<b>Manufacturer Contact:</b>	See System Furniture requirements section in Appendix

### Installation

<b>Installation Requirements:</b>	<ul style="list-style-type: none"> <li>▫ Table height surface (not counter height)</li> <li>▫ Depth of surface should be 18-24" max</li> <li>▫ Individual chairs (not stools)</li> <li>▫ Wi-Fi Bar consists of 6-8 stations in a linear arrangement; seats shall not face each other</li> <li>▫ (1) duplex electrical outlet per seat</li> </ul>
<b>Special Considerations:</b>	<ul style="list-style-type: none"> <li>▫ Where possible, provide more than one Wi-Fi Bar in the library</li> <li>▫ Preferably, the Wi-Fi Bar should be located to face window</li> <li>▫ Do not provide separation barrier between customers</li> </ul>

J:\CAP\Divisions\_&\_Branches\Building Design\Design Guidelines\Design Guidelines-Libraries\Draft Manual\Library Design Manual\LIBRARY DESIGN MANUAL- 2012 - Revised.doc

