



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: July 9, 2014

AGENDA

I. PUBLIC COMMENT

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

II. MINUTES – June 2014

III. CHAIR'S REPORT

- A. BOS Resolution to Recognize the 75th Anniversary of FCPL - held July 1, 2014
- B. FY2015 Board of Trustees Committees (Attachment 1)
- C. Meeting with Chairman Bulova June 27, 2014
- D. Code of Conduct Update (Attachment 2)

IV. COMMITTEE REPORTS

- A. Library Foundation – Michael Donovan
- B. Ad Hoc Communication and Evaluation Committee – Karrie Delaney
- C. Ad Hoc Floating and Discards Committee – Liz Clements

V. DIRECTOR'S REPORT

- A. Financial Issues
 1. FY 2015 Budget Status
 2. FY2016 Budget Discussions
 3. Friends Financial Information
- B. Capital Issues
 1. Woodrow Wilson Library Update
 2. Reston Regional Library and John Marshall Library Update
 3. Pohick Regional Library: Temporary Library
 4. Tysons-Pimmit Regional Library Renovation (Attachment 3)
 5. Facilities Update – June 2014 (Attachment 4)
- C. Personnel Issues
 1. Status of Branch Vacancies – Merit (Attachment 5)
 2. Staffing Equity Initiative (Attachment 6)
 3. Responses to Issues Raised at LBOT Personnel Subcommittee – May 27, 2014 (Attachment 7)

V. DIRECTOR'S REPORT (cont'd)

D. Technology Issues

1. Holds Label Update (Attachment 8)
2. Comprise Update (Attachment 9)
3. Self-Checkout Update (Attachment 10)

E. Collection Issues

1. Discards Overview (Attachment 11)
2. FY2014 Central Transfers Statistics (Attachment 12)
3. In-House Use (Attachment 13)

F. Response to Lincolnia Planning District (Attachment 14)

G. County Cooling Centers (Attachment 15)

H. Final Report: Task Force to Consider a Meals Tax Referendum (Attachment 16)

I. Library Design Manual Request from Anne Arundel County Public Library (Attachment 17)

J. Burke Centre Library – Final Report (Attachment 18)

K. Updated Timeline for the Recommendations of the Ad Hoc Communication and Evaluation Committee, July 2014 (Attachment 19)

L. Updated Timeline for the Recommendations of the Ad Hoc Floating Collections and Discards Committee, July 2014 (Attachment 20)

VI. CONSIDERATION ITEMS - NONE

VII. ACTION ITEMS - NONE

VIII. INFORMATION ITEMS

A. IMLS Releases 2011 Public Libraries in the United States Report (Attachment 21)

B. Fairfax County School Board Approves Full-Day Mondays for Elementary Schools Starting in September 2014 (Attachment 22)

C. Summer Reading Program Stops the "Summer Slide" (Attachment 23)

D. Citizen Concern Regarding the Book, *Lady Gaga*, by Aaron Frisch (Attachment 24)

E. How Libraries Can Survive in the Digital Age (Attachment 25)

F. What Does the Next-Generation School Library Look Like? (Attachment 26)

G. 7 Surprises About Libraries In Our Surveys (Attachment 27)

H. From Distant Admirers to Library Lovers-and Beyond (Attachment 28)

I. Flood Response Exercise (Attachment 29)

J. Incident Report – June 2014

IX. ROUNDTABLE

**FAIRFAX COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES' COMMITTEES
2015**

Budget Committee

Michael Donovan, Chairman
Kristin Cabral

**Ad Hoc Communication and
Evaluation Committee**

Karrie Delaney, Chairman
Priscille Dando
Don Heinrichs

Ad Hoc Floating and Discards Committee

Liz Clements, Chairman
Don Heinrichs
Peggy Koplitz

Personnel Committee

Peggy Koplitz, Chairman
Liz Clements
Dr. Joseph Sirh

Planning Committee

Priscille Dando, Chairman
Will Jasper
Michael Cutrone

Policy Committee

Karrie Delaney, Chairman
Priscille Dando
Don Heinrichs

Technology Committee

To Be Determined

Fairfax County Public Library Code of Conduct

Fairfax County Public Library welcomes customers; we expect all visitors to be respectful of our neighbors, staff and facilities and engage in activities associated with the use of the Library. In particular we prohibit:

- Damaging library materials/property or removing them without permission; rearranging the furniture
- Obstructing or monopolizing any library space
- Use of library computers/Internet access in violation of Virginia Code*
- Inappropriate use of the restrooms

- Eating (except in designated areas)
- Alcoholic beverages and illegal drugs
- Smoking and use of tobacco products

- Disruptive behavior
- Harassing, threatening or intimidating language or behavior
- Animals (except service animals)
- Soliciting or distributing literature without prior approval

A person who fails to observe these rules may be asked to leave and could have future access to Fairfax County Public Library limited or suspended. The Library works in partnership with the Fairfax County and City of Fairfax Police Departments to keep its customers, staff and facilities safe. Thank you for your cooperation.

*Virginia Code §18.2-374.1:1 (child pornography), Virginia Code §18.2-372 through §18.2-374 (obscene materials) or §18.2-377 (obscene materials)

June 2014



County of Fairfax, Virginia

MEMORANDUM

DATE: JUN - 9 2014

TO: Edward L. Long Jr.
County Executive

VIA: Robert A. Stalzer *RA Stalzer*
Deputy County Executive

FROM: James W. Patteson, Director *JWP*
Department of Public Works and Environmental Services

SUBJECT: Tysons Pimmit Regional Library Renovation
Project LB-000011-001, Fund 300-C30030
Contract Amendment #1 with Ritter Architects

Recommendation:

It is recommended that Contract Amendment #1, in the total amount of \$422,000 with Ritter Architects, be approved to provide architectural/engineering (A/E) full design and construction administration services for the project. This authorization will increase the existing contract value with Ritter Architects from \$53,000 to \$475,000.

Background:

In accordance with the Fairfax County Purchasing Resolution, Ritter Architects was selected to provide consultant services for the project. The Phase I contract was awarded on July 6, 2012, to provide the feasibility and concept design study for the project which is complete. This contract amendment is needed for Phase II to provide A/E full design, construction administration, and not-to-exceed services.

The contract activity to date is summarized as follows:

Description	Authorization	Date	Amount
Original Contract: Phase I - Feasibility and Conceptual Design Study	DPWES Contracting Authority	7/6/2012	\$53,000
Contract Amendment #1: Phase II - Full Design and Construction Administration Services	County Executive	Memo Date	\$422,000
Total Contract			\$475,000

Department of Public Works and Environmental Services

Director's Office

12055 Government Center Parkway, Suite 659

Fairfax, VA 22035

Phone: 703-324-5033, TTY: 1-800-828-1120, Fax: 703-324-1818

www.fairfaxcounty.gov/dpwes



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Edward L. Long Jr.

Tysons Pimmit Regional Library -- Contract Amendment #1 with Ritter Architects

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This project is included in the FY 2015 - FY 2019 Adopted Capital Improvement Program (with Future Fiscal Years to 2024).

Department of Public Works and Environmental Services has evaluated the fee for Contract Amendment #1 and found it to be fair and reasonable for the scope of services. The overhead and labor rates and insurance have all been verified to be in conformance with the original contract. The Department of Tax Administration has verified that Ritter Architects does not have, and is not required to have, a Fairfax County Business, Professional and Occupational License since they are located in Alexandria.

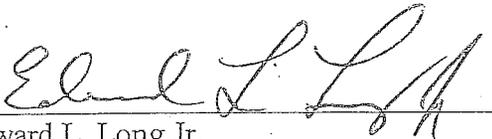
Funding in the amount of \$422,000 is necessary to award this contract. Funds are currently available in Project LB-000011, Tysons Pimmit Regional Library, Fund 30030, Library Construction, to authorize Contract Amendment #1. This authorization will increase the existing contract value with Ritter Architects from \$53,000 to \$475,000.

If you have any questions regarding this contract amendment, please contact Carey F. Needham, Director, Building Design and Construction Division at 703-324-5800.

Attachments: BPOL

Memo to the Board

Approved:



Edward L. Long Jr.
County Executive



Date

cc: Susan Datta, Chief Financial Officer, Department of Management and Budget
Edwin S. Clay, Director, Library Administration
Ronald N. Kirkpatrick, Deputy Director, Department of Public Works and Environmental Services, Capital Facilities

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County of Fairfax, Virginia

MEMORANDUM

DATE: April 14, 2014

TO: Doris Robey, Manager
Business Section
Department of Tax Administration

FROM: Building Design and Construction Division

SUBJECT: Verification of Fairfax County Business, Professional & Occupational License (BPOL)

The Building Design and Construction Division of DPWES is preparing a recommendation for a professional consultant services contract award. Please verify information regarding the Fairfax County BPOL status of the following entity:

Company Name and Address: *Ritter Architects*
814 King Street
Alexandria, VA 22314

Contact Person: *James W. Ritter*
Telephone: *703-548-4405 x301*

Type of business: *Architecture*

The company has an office in: Virginia Yes / No **YES**
Fairfax County Yes / No **NO**

Work is performed from a Fairfax County location. Yes / No **NO**

Statement of work to be performed: *Architectural/Engineering Services*

Amount of Contract Award: \$ *500,000*

Request Submitted by: Name: *Tiya Raju* Phone: *703-324-5114*

Fairfax County BPOL Status:

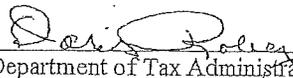
The Department of Tax Administration has verified that the above vendor has the appropriate Fairfax County Business Professional and Occupational License (BPOL).

The Department of Tax Administration has verified that the vendor named above is not required to have a Fairfax County Business Professional and Occupational License (BPOL).

Other:

Any changes in the business activity described above must be reported to the Department of Tax Administration.

BPOL information verified by:


Department of Tax Administration

4/14/14
Date

Attachment: As Stated

J:\CAP\Projects\Building Design\Tysons Pitmiit Regional Library\A-E Services\3. A-E Contract\Phase II\03 - BPOL Status Memo.doc

Department of Public Works and Environmental Services

Building Design and Construction Division

12000 Government Center Parkway, Suite 449

Fairfax, VA 22035-0052

Phone: 703-324-5800, TTY: 1-800-828-1120, Fax: 703-324-4365

www.fairfaxcounty.gov/dpwes





County of Fairfax, Virginia

MEMORANDUM

DATE: JUN 13 2014

TO: Board of Supervisors

FROM: Edward L. Long Jr.
County Executive

SUBJECT: Tysons Pimmit Regional Library Renovation
Contract Amendment #1 with Ritter Architects
Project LB-000011-001

In accordance with the Fairfax County Purchasing Resolution, Ritter Architects was selected to provide full consultant services for the Tyson Pimmit Regional Library Renovation Project. The consultant services are to be implemented in two phases. The original contract for Phase I services was awarded on July 6, 2012, which included the feasibility and concept design for the project. Phase I services have been completed. A contract amendment in the amount of \$422,000 has been executed for Phase II services to provide full detailed design, construction administration, and not-to-exceed services.

The Department of Public Works and Environmental Services has evaluated the fee for Contract Amendment #1 and found it to be fair and reasonable for the scope of services. Funding in the amount of \$422,000 is available from within Fund 300-C30030, Project LB-000011-001 to authorize Contract Amendment #1.

If you have any questions regarding this contract amendment, please contact Carey F. Needham, Director, Building Design and Construction Division at 703-324-5800.

cc: Robert A. Stalzer, Deputy County Executive
James W. Patteson, Director, Department of Public Works and Environmental Services
Ronald N. Kirkpatrick, Deputy Director, DPWES, Capital Facilities

Facilities Update: June 2014

OK

- Phase I (side parking lot) of the parking lot stormwater improvement project was completed Friday, June 20. Phase II (front parking lot) of the project began the week of June 23.

RR

- Front sidewalk concrete replacement was completed June 16 – 20.
- FMD Building Services contracted to have weeds, overgrowth and trash removed from brush around the perimeter of the property, specifically the area between the branch and the homeless shelter.

SH

- FMD Building Services purchased and delivered bags of mulch to the branch for volunteers to spread.

WW

- The renovation remains on schedule.

Branch Vacancy Report – History and Update Report date: July 9, 2014

In July 2013 (FY 2014), the library began holding vacant positions to meet the required budget reduction of \$275,000. Further, during the FY 2014 budget deliberations, the Board of Supervisors voted to increase these savings by an additional \$1.0 million as a result of the projected savings that would occur from the Beta mode. At the December 11, 2013, the Library Board of Trustees, voted to reject the Beta plan and begin filling vacancies (recommendations #1 and #13 of the Timeline for the Recommendations of the Ad Hoc Communication & Evaluation Committee). By February 2014 the library was carrying 46 **branch** vacancies. Attached is the report outlining the branch vacancies through February 2014.

Reports compiled during the spring of 2014 continued to add the newest vacancies. As noted at the June library board meeting, this presented a skewed picture of the progress being done filling the oldest vacancies. As positions were filled, this created new vacancies, keeping the total number of vacancies constant. In the library, as in the county, people retire, resign or are promoted, leaving additional vacancies. This means little change is noted in the **total** number of vacancies.

The attached vacancy report will be updated for future library board meetings until this list of vacancies is filled. Should the Board request an on-going vacancy list it will be provided in a different format. Once the oldest vacancies have been filled, new vacancies will be filled routinely as they were before July 2013.

Important reminders about the county interview and hiring process include:

- There is a consistent process in place that must be followed for each vacancy;
- Changes were made to the county's employment system that initially prolonged and have significantly changed procedures resulting in additional training for human resources staff and a slightly longer process for all County agencies as we adjust to the new system;
- Job advertisements and interview questions must be written and reviewed for each position;
- Interview panel members must receive county training;
- Exempt staff cannot automatically move to merit positions.

In addition, during this time period, the library's human resources director retired and there were two additional vacancies in that department. The primary focus for our internal human resources department continues to be payroll.

The administration and support services departments currently have a total of nine vacancies; only recently have some of these positions been advertised. All of these positions directly support branch staff and the citizens.

Position	Job Class	Working Title	# Hours	Branch	Date Vacant	Status
5200823	Librarian IV	Branch Manager	40	RR	11/16/2013	Filled
52008340	Librarian I	Youth Services Librarian	40	TJ	7/26/2013	Filled
52008488	Librarian I	Youth Services Librarian	40	KN	11/1/2013	Filled
52008185	Librarian I	Youth Services Librarian	40	DM	12/27/2013	Filled
52008304	Library Information Assistant	Youth Services Assistant	20	BC	12/1/2012	Filled
52008189	Library Information Assistant	Youth Services Assistant	40	CH	4/6/2013	Filled
52008196	Library Information Assistant	Youth Services Assistant	20	PH	7/28/2012	Filled
52008394	Library Information Assistant	Youth Services Assistant	40	PO	3/22/2013	Filled
52008173	Library Information Assistant	Youth Services Assistant	20	OK	2/19/2013	Filled
52008588	Library Information Assistant	Youth Services Assistant	40	PO	3/8/2013	Filled
52008559	Library Information Assistant	Youth Services Assistant	40	GM	12/13/2013	Filled
52008212	Library Information Assistant	Youth Services Assistant	40	PH	12/7/2013	Filled
52008295	Library Assistant III	Circulation Manager	40	MW	4/5/2013	Filled
52008422	Library Assistant III	Circulation Manager	40	GF	5/31/2013	Filled

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52008436	Library Assistant IV	Circulation Manager	40	PO	3/9/2013	Filled
52008153	Library Assistant IV	Circulation Manager	40	FX	1/10/2014	Filled
52008572	Librarian II	Assistant Branch Manager	40	OK	8/17/2013	Interviews scheduled
52008406	Librarian III	Assistant Branch Manager	40	TY	6/13/2013	Filled
52008467	Librarian III	Assistant Branch	40	CH	6/29/2013	Filled
52008624	Librarian I	Information Services Librarian	20	PH	1/10/2013	Resumes under review
52008219	Librarian I	Information Services Librarian	20	RR	7/12/2013	Resumes under review
52008312	Librarian I	Information Services Librarian	20	GM	8/9/2013	Resumes under review
52008253	Librarian I	Information Services Librarian	20	SH	8/27/2013	Resumes under review
52008405	Librarian I	Information Services Librarian	20	TY	10/6/2013	Resumes under review
52008393	Librarian I	Information Services Librarian	20	GM	10/18/2013	Resumes under review
52008308	Librarian I	Information Services Librarian	20	GM	11/22/2013	Resumes under review
52008361	Library Information Assistant	Information Services Assistant	20	RB	6/14/2013	Advertised on 6/21
53000179	Library Information Assistant	Information Services Assistant	20	RB	8/9/2013	Advertised on 6/21
52008159	Library Information Assistant	VA Room Assistant	40	FX	7/20/2013	

53000108	Library Information Assistant	Information Services Assistant	20	KP	8/30/2013	Advertised on 6/21
52008216	Librarian II	Sunday Manager	20	RR	3/23/2013	Advertised on 6/21
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	
52008345	Library Assistant I	Sunday Circulation Manager	20	GM	4/19/2013	Advertised on 6/21
52008349	Library Assistant I	Sunday Circulation Manager	20	RR	7/27/2013	Advertised on 6/21
52008597	Library Assistant I	Sunday Circulation Manager	20	CE	9/18/2013	Advertised on 6/21

FY2014 vacancies

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Staffing Equity at Fairfax County Public Library Branch Locations

Outline of Project

Statement of Problem/Opportunity

The Library Director has asked for a new approach to the methodology used to allocate branch staff; one that is based on measurable data; that achieves a workforce which is responsive to changing patterns of library usage; in which we can demonstrate that there is an equitable workload or output per person. A branch manager has been appointed to convene and lead a team to study this issue and propose such a methodology.

Background

No staff increases can be expected in the foreseeable future.

Inequities have been observed under existing staff configurations, such as circulation and door count per staff/hour and number of programs in relation to number of staff.

The large number of vacancies at present make this a good time to reevaluate staff distribution prior to filling vacancies.

Library staff members engage in considerable business which is not measured and recorded. If it is essential for quality library service, we should investigate ways to capture this activity.

Most library systems staff libraries based on population.

Virginia has standards for the number of librarians and the number of staff per capita; these are recommendations, not requirements.

The Library Board agreed upon 0.6 sq. ft of facility space per capita, in developing the CIP; we are currently at 0.4 sq ft/cap.

Comparable library systems should be examined for their methodology, though we acknowledge that few match our population size and demographic mix. Most systems of our size are urban, and very few are county-based for governance and funding.

The last ISS was 2006; since then data has been extrapolated for reporting purposes.

Scope/Limitations

Assume existing total number of positions, including those currently vacant.

Assume existing job classes and position descriptions.

Focus on staff working in branch locations, not in administration or technical operations.

Revisit previously established minimal staffing to open a facility for a sustained period.

Assume no change in the system mission, priorities and philosophy of who we are and what we do (aka strategic plan).

Use caution in addressing how routine tasks are assigned in the branches; consult with LHR as needed.

Timeline: to be determined by the team, in consultation with the Director. A progress report is requested at each monthly Library Management/Branch Manager meeting.

Resources/Stakeholders

- Branch staff and supervisor/schedulers: The team will represent and consult with frontline staff and schedulers to ensure that workload is accurately measured and extenuating circumstances in various locations are taken into account. The entire process will be transparent to those most likely to be affected by any redistribution of staffing.
- Customers/Patrons/Constituents: The team will use existing survey data and information gathered in recent public meetings to ensure that branch staffing will be responsive to what customers value and expect from their library system.
- Library Human Resources: The team will seek out perspective and advice from LHR staff at the outset, and as potential recommendations are considered.
- Director, Deputy Directors and Branch Coordinators: Each of those with leadership roles in the organization will be consulted for their perspectives at the outset, and will be kept informed of the progress, findings, and considerations of the team.
- Strategic Planning and Evaluation: Doug Miller offers full support and assistance to the team.

ACTION PLAN

1. Jerilyn Polson appointed as team leader, and branch managers asked to convene a group of 4 to join her on this project. [DONE]
2. Team leader meets with Director to establish objectives and scope of project. [DONE]
3. Project statement written and submitted for Library Director approval. [DONE]
4. Project statement forwarded to Deputy Directors and Branch Coordinators. [DONE]
5. Team leader reaches out to Branch Coordinators for recommendations on team composition. [DONE]
6. Team leader contacts each branch manager to explain the project and gauge interest in joining the team. [DONE]
7. Team composition approved by Branch Coordinators and Director. [DONE]
8. Team composition announced and project explained to staff, by multiple methods: email, 411, meetings. [IN PROGRESS]
9. Team convenes and decides on plan of action. [PENDING]
10. Team gives progress report at Branch Manager Meeting June 3, 2014.

Committee Membership

Jerilyn Polson (OK), Chair
Doug Miller (AD), Ad Hoc
Christine Jones (CE), Reg'l Br Mgr
Tiguh Gebru (GM), Reg'l Circ Mgr
Nancy Ryan (PH), Lg Comm Br Mgr
Karen Williams (KN), Lg Comm Br Mgr
Cindy Hall (MW), Sm Comm Br Mgr
David Newhall (WW), S, Comm Br Mgr

Meeting Schedule:

Attempting to schedule 2 in-person meetings in June, to be followed by virtual meetings.
A plan and timeline should be available after these 1st 2 meetings.

Status June 3, 2014 jhp

Responses to Issues Raised at LBOT Personnel Subcommittee – May 27, 2014

Burning Issues:

- Understaffing in branches – vacancies are being addressed, albeit slower than in the past. At present 18 of the original vacancies have been filled; 7 are in the process of being certified (deemed qualified) by library staff; and 7 more were advertised on June 21.
- Circulation Aide positions need a priority – Library Circulation Aides were given a priority by the branch coordinators working in concert with Branch Managers. All 13 vacant positions will be advertised at one time and interview processes will run concurrently for all vacancies.
- Lateral Transfers – the previously process of allowing lateral transfers only resulted in deferred vacancies, i.e. staff may have transferred from one location to a vacant position which in turn created a vacancy in the former position/location. The current process provides the opportunity to fill more than one position at a time, allows staff to request the transfer as part of the process thereby reducing the number of vacancies in the longer-term. This results in faster “fill” rates and reduced workload for those involved in the recruitment process.
- The unfilled Youth Services Materials Selector position is having an impact on the collection – Direction from the Library Board was to provide priority to filling branch vacancies first. The Youth Services Materials Selector position will be advertised shortly. However; it should be noted that the ordering of materials is done in Financial Services who also is holding 3 vacancies at present. The collection will not see a significant difference until vacancies in both areas have been filled.
- Need more full time positions. Many qualified librarians can not afford to take part time jobs – The conversion of part-time to full-time positions was a part of the Beta plan which has been rejected by the Library Board.
- Why can't personnel in the previous CSA positions continue to help on the circulation desk after July? – Cross-training of positions was part of the Beta plan which has been rejected by the Library Board as was the direction that staff should work to the approved class specifications and job descriptions. Staff cannot be required to work outside of the parameters of the position classification and position description.

Smoldering Issues:

- Succession planning (why do we wait until a position is vacant to begin the process of interviewing?) When a retirement is announced why does it take so long to hire a replacement? – Special approval (from DHR and DMB) and funding must be in place to fill a position that is not actually vacant. Employees who retire can change their minds right up until the time the retirement paperwork is initiated which is not required until just before the actual date. Until this occurs, the organization has no assurances the employee will actually retire. Retirements are filled just as any other naturally occurring vacancy.
- New procedures are labor intensive – (assume this is in reference to filling positions). This concern is noted. The process for filling vacancies is the same for every County organization.

Subject: FW: Holds Label update

-----Original Message-----

From: Harvey, Robert [Robert.Harvey@fairfaxcounty.gov]

Received: Monday June 23, 2014, 08:13 AM

To: LIB-CIRCULATION MGMT [LIB-CIRCULATIONMGMT@fairfaxcounty.gov]

Subject: Holds Label update

Everyone, I know it has been a little time since the last update so I just wanted to provide a few notes:

- Herndon Library is using the holds labels as of 6/21. This is in addition to CH KP, LO and TE. Thanks to all of these branches and their staff and volunteers for the fantastic feedback they are providing.
- Speaking of feedback: based on suggestions we heard from several branches the labels have been modified to have the customer name bolded and limited to 20 characters. The software automatically resizes the font used for the name to fill the label; this means longer names are reduced much more than shorter names. By limiting the overall characters to 20 the entire name field should never get very small. The name field will be truncated from the end, in our case that means it will start by dropping off letters from the middle name then the first name and finally the last name. The labels were updated earlier last week so if you haven't already seen them you will soon.
- Chris Bartholomew and I are working to schedule the rollout to the remaining branches. We will likely be starting up in 2 weeks and working on several branches each week. In preparation for this I need the machine names (W52...) for the PCs on which to install the holds label software no later than Monday, June 30.
 - We cannot install on PCs currently used for Velocity. If the PC you want to use is a Velocity station and you feel you can provide sufficient Velocity access with your other stations then I can work with you to facilitate removal of Velocity from the selected PC.
 - The number of PCs getting software at each branch is:
 - Regional Branches, KP and PH: 3 PCs
 - Community Branches (including AS): 2 PCs
 - BCD: 1 PC
- We have had several questions about the lack of the pickup by date on the labels. Since the labels are being applied on the sending end there is no way to have that happen. We will continue to generate the clean holds report each day and that will be the primary method for removing expired holds from the holds shelves. The piloting branches note that the labels improve the clean holds process because they are easier to read. In addition to the clean holds report, we will continue to generate a Branch Holds report each day (available under the Sirsi Reports section). This report lists all the items currently on hold at each branch. This can serve as a cleanup report and could be searched regularly either in whole or a section at a time. The report is in order by customer last name; a branch could search A-D on Mondays, E-H on Tuesdays, etc. Some branches may find they could search the whole report on Saturdays or Sundays or during the week. Any item that is not on the report should be pulled from the shelf. The report should be searched before new items are added to the holds shelves that day for best results.

Thanks,
Robert

Robert Harvey
Assistant Systems Manager
Fairfax County Public Library

Between February and June 2014, each branch had a training session at the Government Center on the Comprise suite and to learn more about how Comprise will be implemented at FCPL.

In April and May 2014, tours were also held for members of the branch Friends groups and the Library Board of Trustees.

The first component of Comprise, SmartPay, went live on April 29, 2014. Since then, it has processed approximately \$35,000 in customer online fee payments successfully. There have been some bugs, but we have found resolutions quickly.

As of June 9, 2014, the remaining three components of Comprise—Smart Money Manager, SAM and the kiosks—are live in a pilot at the Herndon Fortnightly Library. The Herndon staff has been very supportive, and since Thursday, June 19, they have been working on their own, without the presence of Comprise Team members. As with Smart Pay, there have been minor issues, but resolving these issues is the first priority of the Comprise Team.

We plan to launch a second pilot site at Reston Regional in late July, and deployment for other branches is planned for late summer and early fall.

Questions regarding the Comprise project should be directed to Melanie Quinn, Deputy Director, or Margaret Kositch, Technology Director.

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The Library's contract for the self-checkout software will expire on October 30, 2014. As a result, the Library has issued a request for proposal for all interested vendors that closed on May 8, 2014. The following actions have been completed to date:

- A Selection Advisory Committee has been formed with representatives from FCPL and the Department of Information Technology;
- Proposals have been reviewed and evaluated by the committee;
- Demonstration of vendor products will be held in late July;
- Contract negotiations will begin in August;
- A recommendation of award will be submitted in late August.

The final step in the procurement process will be a review of the agreement by the County Attorney and the issuance of a contract with multiple renewal options.

Additional information will be provided as this process unfolds. Questions regarding this process or the software can be directed to Margaret Kositch, Technology Director.

CY14 Percentage Discards by Branch	
ACCESS	0%
BURKECTR	1%
CENTREVILLE	3%
CHANTILLY	8%
DOLLEY	3%
FAIRFAX	4%
GEORGE	3%
GREATFALLS	1%
HERNDON	4%
JOHN	3%
KINGSPARK	5%
KINGSTOWNE	2%
LORTON	4%
MARTHA	4%
OAKTON	2%
PATRICK	2%
POHICK	6%
RESTON	6%
RICHARD	2%
SHERWOOD	2%
THOMAS	3%
TYSONS	5%
WOODROW	1%
ZTECHOPS	27%

CY14 Percentage Discards by Reason	CY14 Percentage Discards by Reason				
	DAMAGE	LEASE	INACCURATE	LOW DEMAND	MAGAZINES
ACCESS	0%	0%	0%	0%	0%
BURKECTR	1%	0%	2%	0%	4%
CENTREVILLE	4%	1%	2%	0%	3%
CHANTILLY	9%	3%	6%	18%	6%
DOLLEY	2%	3%	8%	2%	4%
FAIRFAX	5%	2%	8%	0%	4%
GEORGE	3%	4%	0%	1%	3%
GREATFALLS	0%	0%	0%	0%	4%
HERNDON	3%	4%	6%	3%	6%
JOHN	4%	1%	2%	0%	2%
KINGSPARK	4%	2%	9%	12%	6%
KINGSTOWNE	2%	6%	2%	2%	2%
LORTON	3%	7%	5%	0%	4%
MARTHA	4%	3%	4%	0%	6%
OAKTON	2%	0%	1%	0%	2%
PATRICK	3%	0%	2%	0%	0%
POHICK	6%	4%	3%	0%	9%
RESTON	7%	6%	8%	0%	4%
RICHARD	1%	3%	0%	1%	6%
SHERWOOD	2%	2%	1%	5%	4%
THOMAS	2%	1%	2%	0%	6%
TYSONS	4%	8%	4%	2%	8%
WOODROW	0%	0%	0%	1%	6%
ZTECHOPS	28%	39%	22%	53%	0%
SYSTEM	62%	13%	9%	5%	12%

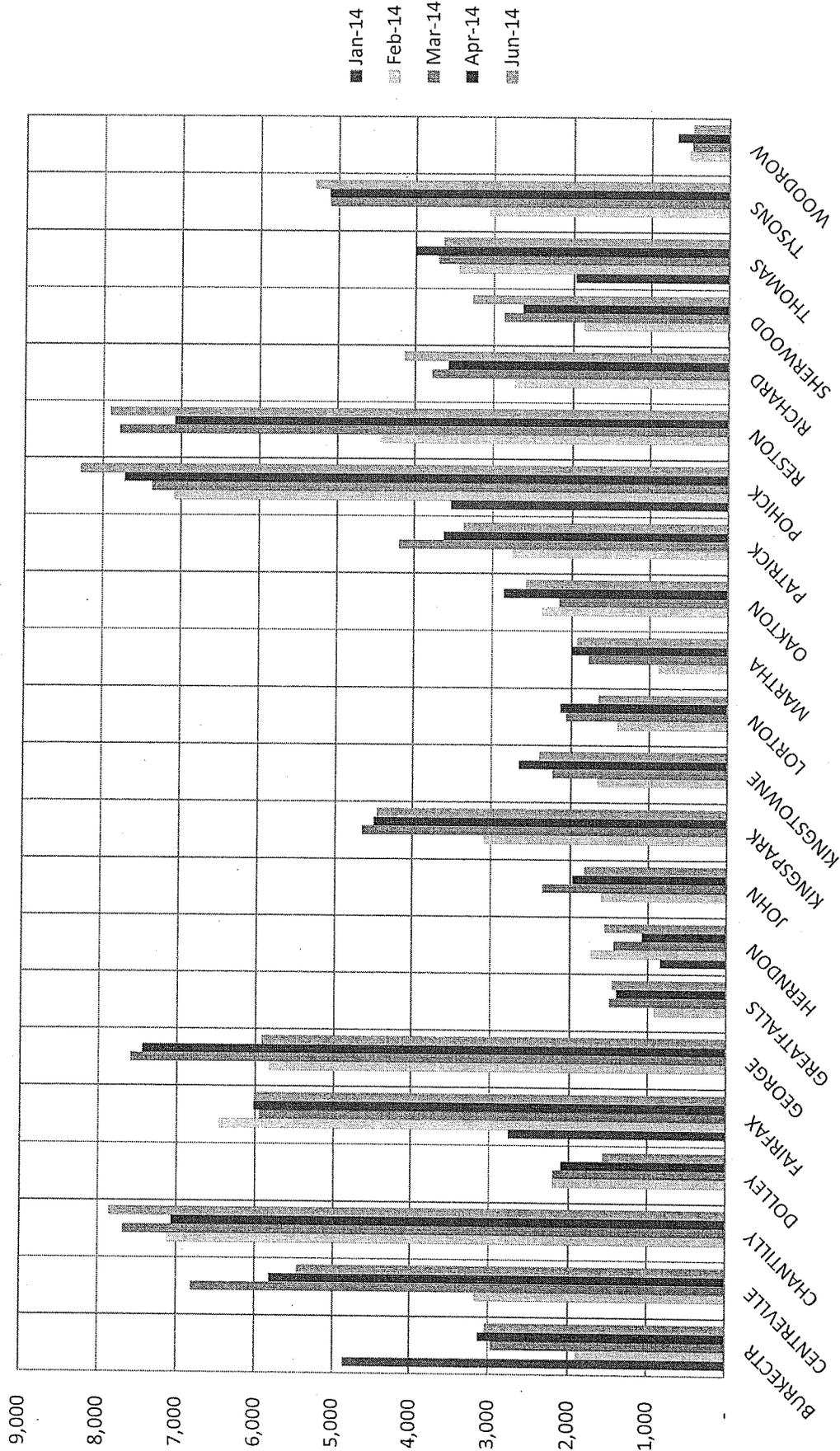
CY14 Total Discards	CY14 Percentage Discards by Reason					TOTAL
	DAMAGE	LEASE	INACCURATE	LOW DEMAND	MAGAZINES	
ACCESS	2	0	0	1	11	14
BURKECTR	266	0	87	0	220	573
CENTREVILLE	1318	68	106	1	214	1707
CHANTILLY	2939	171	249	458	351	4168
DOLLEY	547	197	351	41	223	1359
FAIRFAX	1478	141	343	2	237	2201
GEORGE	1101	258	17	25	183	1584
GREATFALLS	83	26	13	2	257	381
HERNDON	985	282	284	86	376	2013
JOHN	1376	80	103	7	143	1709
KINGSPARK	1314	114	400	301	344	2473
KINGSTOWNE	519	403	77	61	124	1184
LORTON	1067	479	243	0	259	2048
MARTHA	1156	194	199	1	345	1895
OAKTON	704	29	50	0	150	933
PATRICK	1105	0	78	0	30	1213
POHICK	1937	258	150	0	552	2897
RESTON	2262	388	365	0	241	3256
RICHARD	472	179	13	27	382	1073
SHERWOOD	589	126	53	124	225	1117
THOMAS	799	43	99	0	370	1311
TYSONS	1213	547	194	39	514	2507
WOODROW	86	0	18	22	379	505
ZTECHOPS	8994	2527	982	1345	5	13853
System	32,312	6,510	4,474	2,543	6,135	51,974

Tech Ops Central Transfers FY 2014

SENDING BRANCH	QTY PROCESSED	Percentage Assigned	Percentage Discarded
BC	0		
CE	3709	79%	21%
CH	3829	68%	32%
DM	125	78%	22%
FX	554	89%	11%
GF	0		
GM	4168	60%	40%
HE	0		
JM	76	83%	17%
KN	48	56%	44%
KP	2293	75%	25%
LO	0		
MW	0		
OK	251	96%	4%
PH	688	71%	29%
PO	4306	71%	29%
RB	0		
RR	3114	69%	31%
SH	587	82%	18%
TJ	0		
TY	3267	71%	29%
WW	1213	82%	18%
Collection Review	2706	90%	10%
	30,934	73%	27%

SENDING BRANCH	QTY PROCESSED	QTY ASSIGNED	QTY TO DISCARD
BC	0	0	0
CE	3709	2938	771
CH	3829	2608	1221
DM	125	97	28
FX	554	491	63
GF	0	0	0
GM	4168	2497	1671
HE	0	0	0
JM	76	63	13
KN	48	27	21
KP	2293	1724	569
LO	0	0	0
MW	0	0	0
OK	251	240	11
PH	688	489	199
PO	4306	3048	1258
RB	0	0	0
RR	3114	2140	974
SH	587	483	104
TJ	0	0	0
TY	3267	2334	933
WW	1213	995	218
Collection Review	2706	2424	282
	30,934	22,598	8,336

In-House Use Jan 2014-June 2014
(Burke Centre, Fairfax, Herndon, Pohick, Sherwood and Thomas Jefferson piloted in January 2014)



MATERIAL IN-HOUSE USE STATISTICS**January 2014 thru June 2014**

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	TOTAL
BURKECTR	4,862	1,900	2,965	3,128	3,500	3,042	19,397
CENTREVILLE	-	3,182	6,810	5,818	4,600	5,457	25,867
CHANTILLY	-	7,123	7,688	7,070	7,289	7,866	37,036
DOLLEY	-	2,197	2,193	2,098	1,743	1,568	9,799
FAIRFAX	2,761	6,474	5,955	6,022	5,178	6,016	32,406
GEORGE	-	5,833	7,595	7,450	7,020	5,923	33,821
GREATFALLS	-	921	1,490	1,401	1,345	1,458	6,615
HERNDON	848	1,733	1,439	1,082	1,089	1,558	7,749
JOHN	-	1,602	2,347	1,973	1,964	1,823	9,709
KINGSPARK	-	3,094	4,654	4,505	3,951	4,461	20,665
KINGSTOWNE	-	1,659	2,229	2,652	2,499	2,395	11,434
LORTON	-	1,400	2,066	2,134	1,725	1,653	8,978
MARTHA	-	886	1,784	2,007	1,939	1,933	8,549
OAKTON	-	2,368	2,157	2,859	2,138	2,572	12,094
PATRICK	-	2,757	4,192	3,625	3,203	3,367	17,144
POHICK	3,533	7,095	7,379	7,724	7,836	8,274	41,841
RESTON	-	4,445	7,787	7,083	7,592	7,917	34,824
RICHARD	-	2,744	3,787	3,575	4,108	4,134	18,348
SHERWOOD	19	1,862	2,870	2,631	2,455	3,265	13,102
THOMAS	1,973	3,441	3,709	4,008	3,433	3,643	20,207
TYSONS	-	3,057	5,116	5,120	5,116	5,306	23,715
WOODROW	-	524	493	679	604	476	2,776
TTL	13,996	66,297	86,705	84,644	80,327	84,107	

Subject: FW: FCPL response to Lincolnia Planning District

From: Strotman, Katie
Sent: Friday, June 20, 2014 3:10 PM
To: Garcia, Jennifer
Cc: Clay III, Edwin S.; Gates, Karen
Subject: FCPL response to Lincolnia Planning District

Hi Jenn, I am following up on the request for information related to the Lincolnia Planning District.

There are no libraries in the Lincolnia Planning District boundaries. The Lincolnia Planning District is served by George Mason Regional Library (renovated in 1998, located at 7001 Little River Turnpike, Annandale), Richard Byrd Community Library (renovated in 2010, located at 7250 Commerce Street, Springfield) and Woodrow Wilson Community Library (currently under renovation; scheduled to reopen in January 2015; permanent address is 6101 Knollwood Dr., Falls Church). No needs or deficiencies are noted.

If you need anything further from FCPL, please let me know. Thanks,

Katie

Katie Strotman, Deputy Director
Fairfax County Public Library
12000 Government Center Pkwy. #324
Fairfax, VA 22035
703-324-8333
fairfaxcounty.gov/library

Subject: County Cooling Centers Offer Respite from the Heat

New post on **Fairfax County Emergency Information**

County Cooling Centers Offer Respite from the Heat

by [fairfaxcounty](#)

Posted at 10 a.m.



Photo courtesy of CDC.

This week -- especially today -- is hot and humid outside. Temperatures will be in the upper 90s today and it only "cools" down to the upper 80s later this week, definitely weather fitting for the first day of summer this Saturday.

If you work outdoors, especially anyone doing heavy work tasks or using bulky protective clothing and equipment, you should take steps to prevent heat illness:

- Drink water often.
- Take breaks.
- Limit time in the heat.

And please remember -- **never leave children or pets alone in a closed vehicle!**

Fairfax County Cooling Centers

With these high temperature and heat index, there is an increased risk of heat-related illness for those without air-conditioning or those outdoors for an extended period.

During extremely hot days, there is plenty that you can do to stay cool, like go to a movie, stroll through a shopping center or visit one of Fairfax County's Cooling Centers:

- Libraries
- Community Centers

- [Fairfax County Government Center](#)

Please check the operating hours to ensure the facility is open before arriving. Remember -- resting for just two hours in air conditioning can significantly reduce heat-related illnesses.

Staying Cool

There are many [tips online for staying cool](#); heat safety tips are [available online](#) also. Residents who need help to keep their home cool may be able to get assistance from [two programs locally administered by the county](#).

Anyone overcome by heat should be moved to a cool and shaded location. Heat stroke is an emergency — **call 9-1-1 for immediate, life-saving help.**

Find more information from the [U.S. Occupational Safety & Health Administration](#), the [U.S. Centers for Disease Control and Prevention](#), the [Virginia Department of Health](#) as well as the county's [emergency Web page](#).

fairfaxcounty | June 18, 2014 at 10:00 am | Tags: [Heat](#), [High Temperatures](#) | Categories: [Heat](#), [Prepare](#), [Weather](#) | URL: <http://wp.me/p1N5S6-116>

Comment

[See all comments](#)

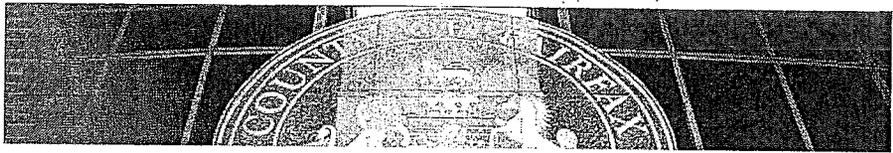
[Unsubscribe](#) to no longer receive posts from Fairfax County Emergency Information.

Change your email settings at [Manage Subscriptions](#).

Trouble clicking? Copy and paste this URL into your browser:

<http://fairfaxcountyemergency.wordpress.com/2014/06/18/county-cooling-centers-offer-respite-from-the-heat/>

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- Our Government
 - About Fairfax County
 - Board of Supervisors
 - Boards, Authorities & Commissions
 - County Executive
 - Facilities & Locations
 - Public Schools
- News and Events
 - Calendars
 - Channel 16
 - E-mail Subscriptions
 - Media Relations
 - NewsWire
- Maps, Facts & Stats
 - Demographics & Data
 - Geographic Information Systems (GIS)
 - Maps
 - My Neighborhood
 - Virtual Fairfax
- State & Federal
 -
 -

Final Report: Task Force to Consider a Meals Tax Referendum

Report Includes:

- Task Force Purpose
- Background – Meals Tax in Virginia
- Meals Tax Referenda
- Meals Tax Referendum Task Force Membership
- Task Force Alternates
- Pros and Cons of a Referendum
 - FOR PUTTING THE MEALS TAX TO REFERENDUM
 - AGAINST PUTTING THE MEALS TAX TO REFERENDUM
- Timing of the Referendum
- 2014 General Election – Congressional Elections
 - PRO
 - CON
- 2015 General Election – Board of Supervisors and Virginia General Assembly Elections
 - PRO
 - CON
- 2016 General Election – Presidential and Congressional Elections
 - PRO
 - CON
- Dedication of Revenues
 - PRO
 - CON
- Possible Dedications of Funds
- Final Report Appendices

Task Force Purpose

The Honorable Sharon Bulova, Chairman of the Fairfax County Board of Supervisors, announced the creation of a task force to consider a meals tax referendum at the April 22, 2014 meeting of the Fairfax County Board of Supervisors. During several recent budget cycles, members of the community have urged Chairman Bulova and her colleagues on the Board of Supervisors to put a meals tax referendum before voters. With suggestions from her colleagues, Chairman Bulova invited representatives from a diverse set of business and community organizations to study issues related to a meals tax and report to the Board to share their findings. The task force was co-chaired by former Board of Supervisors Chairmen Tom Davis and Kate Hanley.

The mission of the task force was to recommend to the Board of Supervisors:

- Whether or not to proceed with a referendum for a meals tax;
- If it is the recommendation of the group to do so, the task force should recommend the timing (what year?) for the question to be put to the voters;
- And the task force should return to the Board of Supervisors with a recommendation for how revenue from a meals tax should be used.

Background – Meals Tax in Virginia

The meals tax is a tax imposed on the purchase of all prepared and ready to eat foods and beverages. All restaurants as well as grocery stores, delis, convenience stores, caterers, movie theater concessions, hotel food services and other food service businesses selling prepared foods would be required to collect this tax if it is levied by a locality.

§58.1-3833 of the Code of Virginia provides enabling authority for counties to levy a meals tax if approved by a voter referendum. The referendum may be initiated either by a resolution of the Board of Supervisors or by the filing of a petition signed by ten percent of the voters registered in the county. County staff has not found any records of meals tax referenda advancing by petition in Virginia and, with over 700,000 registered voters in Fairfax County, a petition for referendum would require more than 70,000 valid signatures. If approved by referendum, a county may levy up to a four percent meals tax; this tax would be in addition to the existing state sales tax, which is currently six percent for Northern Virginia.

A 2001 amendment to the Code of Virginia allows a Board of Supervisors or a group of petitioners to direct meals tax revenue by stating a purpose in the language of the referendum considered by voters. If a referendum containing such language is approved, this requirement becomes binding on the locality, similar to a bond referendum.

Cities and towns are provided different authority under state code. They may impose a meals tax without holding a referendum. Additionally, Arlington County, Roanoke County, Rockbridge County, Frederick County and Montgomery County received authority from the Virginia General Assembly to enact a meals tax without a referendum, provided that a public hearing was held before adoption and that the governing body of the jurisdiction unanimously adopted the tax by local ordinance.

Under state law, a county meals tax would not apply within the limits of a town that has its own meals tax. Since Herndon and Vienna levy their own meals tax, a Fairfax County meals tax would not apply within their limits.

The Town of Clifton currently does not have a meals tax. State law also provides that a county meals tax would apply in a town without a meals tax only if the town's governing body approves. Therefore, a Fairfax County meals tax would not apply to Clifton unless the Town Council allowed it to apply within the town.

Several neighboring jurisdictions in Northern Virginia levy a meals tax. The Town of Vienna levies a three percent meals tax, the Town of Herndon levies a two and a half percent meals tax and the City of Alexandria, Arlington County, the City of Fairfax, the City of Falls Church, the City of Manassas, and the City of Manassas Park all levy a four percent meals tax. Loudoun County and Prince William County do not levy a

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meals tax. Throughout the Commonwealth, all 39 cities levy the meals tax; 47 of the 95 counties and 104 of the 191 towns in Virginia levied a meals tax during 2013.

Across the Potomac, the state of Maryland, Montgomery County and Prince George's County do not levy a meals tax but do levy a six percent sales tax. The District of Columbia does not apply the six percent general sales tax to meals but does levy a ten percent meals tax.

The Fairfax County Department of Management and Budget estimates that a one percent meals tax would generate approximately \$22.5 million in Fiscal Year 2015. This is roughly equivalent to one cent on the County's real estate tax rate; one cent of real estate tax is projected to generate \$21.86 million for FY2015. If a meals tax were levied at four percent, it would provide approximately \$90 million in revenue.

Meals Tax Referenda

Fairfax County voters last considered a meals tax referendum during a special election in April of 1992. It was defeated 58% to 42% with approximately 25% of the registered voters participating. Of the neighboring jurisdictions which do have a meals tax, none have received it through a referendum.

The City of Alexandria (1975), the City of Fairfax (1985), the City of Falls Church (1977), the Town of Herndon (2003), the City of Manassas (1988), the City of Manassas Park (since at least 1995), and the Town of Vienna (1989) all have enacted a meals tax by local ordinance as allowed under state law. Arlington County is among a limited number of counties which have received authority from the General Assembly to enact a meals tax by unanimous vote of the Board of Supervisors on a local ordinance. The Arlington Board of Supervisors unanimously enacted such an ordinance in 1991.

Regionally, referenda failed in Loudoun County in 1992, 1998 and 2008. A referendum failed in Prince William County in 1995.

In recent years, meals tax referenda have met with mixed results throughout Virginia. Since 2007, voters in nine counties approved meals tax referenda (Pittsylvania County in 2007; King William County in 2008; Rockingham County in 2009; Southampton County in 2009; Bath County in 2009; Halifax County in 2011; Louisa County in 2011; Middlesex County in 2013; Henrico County in 2013). Over the same period of time, a majority of voters in ten counties opposed meals tax referenda (Fauquier County in 2008; Loudoun County in 2008; Culpeper County in 2008; Sussex County in 2009; Accomack County in 2010; Campbell County in 2012; Buckingham County in 2012; Brunswick County in 2012; Patrick County in 2012; Chesterfield County in 2013).

Eleven of these nineteen referenda included a specific purpose for the revenue from the meals tax, such as dedications for schools, capital projects or real estate tax relief. Six of these referenda were approved. Three out of the eight referenda which did not include a binding dedication in the language of the referendum were approved by voters.

Meals Tax Referendum Task Force Membership

Pros and Cons of a Referendum

In order to assist the Board of Supervisors in making a decision about whether to put the question of levying a meals tax in Fairfax County on the ballot, the Task Force developed arguments both for and against doing so. The task force makes no recommendation whether or not to proceed with a referendum. The following statements summarize that discussion, condensed into several categories. **Not every member of the task force agrees with every aspect of this report.** On June 11, the task force voted to accept this report and send it to the Board of Supervisors, with one objection.

FOR PUTTING THE MEALS TAX TO REFERENDUM:

A. The County needs more revenue. The County's growing population, including rising student enrollment and increasing student needs, and changing land use patterns incur additional costs to maintain a high quality of life. During the recession important services have been cut, county and school salaries have stagnated, and schools have been underfunded. Recently the budget requests from the School Board have not been fully funded, and along with unfunded human services needs for our most vulnerable citizens, the County has unfunded needs in health services, parks, libraries, the arts, tourism promotion and public safety.

Revenue from the meals tax could be allocated to address county infrastructure needs generally or to school system capital improvements in particular. The workforce infrastructure of both the School Division and the County government requires additional investment as well.

State and federal cuts and unfunded mandates continue to strain the county budget. Additional revenue from the meals tax could offset those losses and/or provide funds for such things as required funds to improve the election process. As well, revenues could be a multiplier in drawing down federal or state matching funds.

If the question on the ballot includes specific dedication of revenue to a specific area or areas, it would be binding on the Board of Supervisors and it is a guarantee to voters on how the funds would be spent.

B. A meals tax would diversify the County's revenue stream. Currently 63.5% of the County's revenue is generated by the real estate tax, placing most of the tax burden on the County's homeowners. A meals tax is one of the few ways the county can broaden the tax base. Because non-residents would pay a meals tax, the source of revenue is more diverse. A meals tax could replace existing revenue without augmenting it. The state limits the ability of the Board of Supervisors to impose different types of taxes or fees and/or sets limits on the rates that can be levied.

C. Estimates are that 28% of those who would pay the meals tax are non-county residents. Those who benefit from county services while in the county could help defray those costs. Events in Fairfax County that draw huge crowds of visitors, such as the upcoming World Police and Fire Games, provide an opportunity for increased revenue.

Arlington, Alexandria, Fairfax City, Falls Church City and the towns of Herndon and Vienna in Fairfax County, all impose a meals tax. Fairfax County residents pay that tax when eating or purchasing prepared food in those jurisdictions. There is little evidence that consumers decide where to eat based on whether there is a meals tax or not. Diners seem not to notice the differences in meals tax rates. However, the meals tax is discretionary. The consumers can decide not to eat out or purchase prepared food, and therefore, not pay the tax.

D. There are economic benefits from levying a meals tax. Diversifying the tax base by relieving the existing reliance on the real estate tax could benefit commercial land owners as well. Low real estate tax rates encourage businesses to locate or expand in Fairfax County and provide additional jobs. Increased compensation for county and school employees increases their ability to purchase goods and services, adding to the economic base. Many of the needed county and school services and supplies are provided by the private or non-profit sector, and the additional revenue would increase those procurements. An adequately funded school system is important in creating a well-educated workforce that is important to businesses that are interested in locating in Fairfax County.

E. A referendum on levying a meals tax gives voters a direct opportunity to decide the issue. Opinions change over time and a significant amount of time has passed since the voters have had a chance to address the question. The last time this issue was presented to Fairfax County voters, state laws did not permit the listing of purposes for the revenue that would be received on the ballot if the referendum passed.

AGAINST PUTTING THE MEALS TAX TO REFERENDUM:

A. The County does not need more revenue. A main driver of Fairfax schools and county budget increases is employee compensation. In any case, the projected revenue would not cover all of the suggested uses. Instead the County needs to manage existing resources more efficiently. Already the populace is overtaxed. The impacts of growing real estate assessments and the past two years' tax rate increases of 1 cent and 0.5 cents were substantial. The funded salary increases for eligible county and school employees show that the county is not underfunded. Businesses are also struggling.

B. Fairfax County already has mechanisms to fund county services. The Board of Supervisors could use those mechanisms to address needs. A meals tax would be an additional tax on county residents. If it provides \$90 million in revenue, a meals tax would only diversify the \$3.7 billion County General Fund by 2.4%. Studies have shown that the tax burden is already highest on lower income brackets who are most likely to be affected by a meals tax. Therefore the meals tax may shift the tax burden to lower income residents and senior citizens who eat out more often. Statistics indicate that the number of people in poverty in Fairfax County increased from 43,396 in 2000 to 64,600 in 2012. Meals taxes

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are not deductible for federal tax purposes, real estate taxes are. Surveys such as the one in Braddock district, have shown the meals tax to be unpopular. The addition of a 4% meals tax on top of the existing 6% sales tax would increase the tax on the meal by 67%.

C. The meals tax unfairly targets one industry, food services. It is a single industry tax. There is little correlation between the county's needs and the food service industry. The success rate for restaurants is already very low. Nationally, in the last five years only seven out of one hundred succeeded. In the weak economy, a meals tax would make the situation worse for restaurants and other food service businesses. In implementing a meals tax, food service businesses would have to bear onerous implementation and on-going administration costs which would add to other increasing costs such as proposed higher minimum wages, healthcare costs, credit card transaction fees and rising prices for meat and other commodities.

As good corporate citizens, the food service industry's opposition to a referendum does not mean that the food service industry does not support government services and county employees.

A meals tax in Fairfax County would reduce Fairfax's current competitive advantage versus those jurisdictions that have meals taxes. Fairfax restaurants could lose business to those jurisdictions such as Prince William and Loudoun that do not. Loss of business negatively impacts restaurant employees.

D. A meals tax in Fairfax County could have a negative impact on the economy and a negative impact on the food service industry. According to one restaurant company, when the meals tax was levied in Arlington in 1991, the number of jobs at their Arlington location decreased. Restaurants and the food service industry generate approximately 40,000 full time and part time jobs in Fairfax County, and a meals tax could reduce the number of jobs they support and create and could have a negative impact on employee earnings. The meals tax could impact Fairfax's ability to compete with non-taxing jurisdictions locally and nationally for tourist and event business. A new tax could affect spending habits.

A meals tax could send an anti-business message. Because of the perception of a more burdensome tax environment, new investment would be discouraged, affecting economic growth. As well, a referendum creates uncertainty for small business planners.

E. Putting the issue on the ballot incurs some cost for taxpayers, whether or not the referendum is successful. There are also political consequences of an unsuccessful referendum, because it is unlikely to be on the ballot again for some time, and the General Assembly could continue to resist giving Fairfax permission for levy a meals tax without a referendum. The voters already said no to a meals tax in 1992 and no to a general sales tax increase in 2002.

Timing of the Referendum

Some members of the task force oppose a referendum under any circumstances, regardless of the timing selected. Assuming the decision to put a referendum to voters has already been made; here are the pros and cons of including a referendum during the 2014, 2015 and 2016 cycles.

1. There is a **consensus among members that a special election should NOT be held**. The costs of such an election could total over \$100,000. Additionally, turnout for such elections shows lower voter participation rates.

2014 General Election – Congressional Elections

PRO

- One reason advanced for a referendum this November is that the money is needed now, so why wait and lose up to \$90 million for needed services that could help people immediately?
- There is likely to be a higher turnout in 2014 than in 2015, so more voters will participate in the process.
- This issue is currently an item of media discussion. We need to act now, while there is attention to this issue and not let the momentum dissipate.
- A 2014 referendum, if successful, would put a meals tax in place for 2015 events.
- There is time by November to construct a ballot question, build a constituency and educate voters.

CON

- This November is too short a time to construct a ballot question, build a constituency and educate voters.
- There is a built-in solid NO constituency that will turn out at the drop of a dime. Building a YES constituency takes time and strong organizational efforts.
- 2014 is a national election with a national focus. A meals tax could not compete with the money spent on the Senate and House campaigns and would not get the oxygen it needs for support.
- A defeat in 2014 carries over to the 2015 budget and supervisor campaigns and can bring with it a defining momentum into the 2015 supervisor races.
- Enacting a meals tax immediately preceding major tourism events could send the wrong message to potential visitors.

2015 General Election – Board of Supervisors and Virginia General Assembly Elections

PRO

- Local issues dominate this cycle and a meals tax is inherently local. It will give both sides ample opportunity to organize and educate.
- This can help increase the turnout for local elections, which will better served by higher participation.
- There would be time to construct a ballot question, build constituencies and educate voters

CON

- Historically, this election cycle has the lowest general election participation rate and 2015 is likely to show the lowest turnout of the general election alternatives.
- See second PRO above; the meals tax could become the defining issue of the off year and could influence outcomes in other non-related races or ballot questions.
- The County would miss out on any potential 2015 revenue.

2016 General Election – Presidential and Congressional Elections

PRO

- This cycle has the highest participation rate among voters and will yield the broadest electorate in which to make a decision.
- The 2016 cycle gives even more time to build a coalition, and activate many beneficiaries of the increased revenues.
- The Board of Supervisors would have more time to address needs through existing mechanism and more time to analyze expenditures.

CON

- The current BOS cannot bind future boards and the intervening 2015 election could change the composition of the Board of Supervisors, so no decision on a 2016 referendum can be made until a new board is sworn into office in January of 2016.
- The voters' focus will be on the Presidency and National issues, so the meals tax may not get the appropriate attention of the electorate.
- 2016 will also have other local referenda on capital projects which could either jeopardize their passage or detract from the meals tax needs.
- The County would miss out on any potential 2015 or 2016 revenue.

Dedication of Revenues

Some members of the task force oppose a referendum on a meals tax under any circumstances. Assuming the decision to put a referendum to voters has already been made, here are pros and cons of structuring the referendum to designate meals tax revenue for specific purposes.

The consensus among task force members who support a referendum is to dedicate proceeds to specific uses and not put the money into General Fund. This gives the voters a choice of costs and benefits.

PRO

- Most referendums that pass have dedicated the funds to specific uses. Dedicated funds are generally more successful at the polls.
- Dedicated funding gives clarity to the voters as to what their actual choices are.
- Dedicated sources of revenue are more predictable for budget planning and for recipient reliance.
- Dedicated funding energizes those groups who know they will receive the proceeds. This provides a positive nucleus of support for any referendum.
- A dedication can include several different proposals and could appeal to different groups.
- A dedication could include a sunset provision
- A dedication could allow the county to leverage additional state or federal matching funds

CON

- Groups not included in the dedicated funding will be less enthusiastic about approving a new tax for someone else when their own funding needs are not met.
- Groups not included in the dedicated funding may view the referendum as competing with their needs for total available funding.
- The referendum will have a narrower appeal to voters, thereby diminishing possible beneficiaries.
- A dedication gives future Boards of Supervisors less flexibility in utilizing the money generated where it is needed most.
- General fund dollars would still be flexible and could be reallocated away from a service that receives a new dedicated revenue source. Without a maintenance-of-effort clause, the issue will still be attacked as giving more money to the County's General Fund.

Possible Dedications of Funds (Alphabetical order, not order of priority)

- Administrative Cost Offset for Food Service Industry
- The Arts
- Capital Improvements
- Debt Service
- Economic Development
- Education
- Human Services
- Parks/Open Space
- Public Safety
- Public Libraries
- Tax Reduction
- Tourism Promotion
- Transportation
- Any combination of above

Final Report Appendices

Contact Fairfax County: [Phone](#), [Email](#) or [Twitter](#) | Main Address: 12000 Government Center Parkway, Fairfax, VA 22035
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From: sauld@aacpl.net
Sent: Wednesday, June 18, 2014 10:52 AM
To: Gates, Karen
Cc: gharberts@aacpl.net; dnewman@aacpl.net; mibrahim@aacpl.net
Subject: FW: Library Design Manual
Attachments: LIBRARY DESIGN MANUAL- 2013.pdf

Thank you very much, Karen!

Skip

Cc: Gloria Harberts, Annapolis Area Library Manager and Southern Area Supervisor
Dana Newman, Chief of Public Services & Branch Management
Maribel Ibrahim, Facilities & Capital Projects Manager

From: Gates, Karen [<mailto:Karen.Gates@fairfaxcounty.gov>]
Sent: Wednesday, June 18, 2014 10:44 AM
To: Skip Auld (sauld@aacpl.net)
Cc: Harberts, Gloria D; Newman, Dana K
Subject: Library Design Manual

Mr. Auld,

As a follow-up to your email to Sam Clay dated June 11th, please find attached the Fairfax County Library Design Manual.

Please let me know if I can be of further assistance.

Regards,
Karen

*Karen Gates
Administrative Assistant IV
Fairfax County Public Library - Office of the Director
12000 Government Center Pkwy, Suite 324
Fairfax, VA 22035-0095
Office: 703-324-8324
Fax: 703-653-1789
karen.gates@fairfaxcounty.gov*



From: Clay III, Edwin S. [<mailto:Edwin.Clay@fairfaxcounty.gov>]
Sent: Wednesday, June 11, 2014 4:05 PM
To: Skip Auld (sauld@aacpl.net)
Cc: Harberts, Gloria D; Newman, Dana K; Schrantz, Barbara
Subject: RE: Building Program Planning Guide

Skip-

Always good to hear from you. I will send you a copy electronically of the Building Program Planning Guide. Hope it is of assistance.

Sam

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

From: sauld@aacpl.net [<mailto:sauld@aacpl.net>]
Sent: Wednesday, June 11, 2014 2:52 PM
To: Clay III, Edwin S.; Clay III, Edwin S.
Cc: gharberts@aacpl.net; dnewman@aacpl.net
Subject: Building Program Planning Guide

Hi Sam,

I hope you're doing great! One of our managers attended a "Facilities 101" program by Michael Gannon at the Maryland Library Association conference. He strongly recommended the Fairfax County Public Library *Building Program Planning Guide*. Is there any way we could get a copy either in print or electronically?

Skip

Burke Centre Library

Customer Experience Exit Survey Summary & Comparison

Over the past year the library has undertaken an initiative to enhance the customer experience at the Burke Centre Library. The changes were designed to streamline delivery of services, increase awareness of current services, enhance library features, and introduce new services. In January 2013 the Burke Centre library conducted a pre-initiative survey.

This 'exit' survey completes the Burke Centre initiative to enhance the customer experience and was conducted between Tuesday April 15 and Friday May 23, 2014. Many of the same questions from the initial survey have been duplicated on the exit survey for comparison purposes. Where the same question was asked on both surveys, the comparative data is provided.

	<u>Exit Survey</u>	<u>Initial Survey</u>
Number of responses	100	132

1. Have you noticed the following changes over the past year? (check all that apply)

Placement of express checkout	87% Yes	13% No
Single Service Desk	77% Yes	23% No
iPads on end panels	71% Yes	29% No
Increased seating	62% Yes	38% No
Gadget Bar	61% Yes	39% No

2. Would you say this library is able to meet your needs? (check one)

Better as a result of the changes	56%
About the same	41%
Not as well as before the changes, please explain	3%

Three respondents indicated they felt the library was not meeting their needs as well as before the changes and each offered an explanation. Longer lines to pay fines as a result of the single desk were the reasons cited. However, two of these three respondents also indicated that the "single service desk...probably saves money so it is OK", and that the lines had "improved". For the complete list of explanations offered for this particular response, please see the appendix.

3. **Which choices describe your typical visit to the Burke Centre Library?**
 (check all that apply)

	<u>Exit</u> <u>Survey</u>	<u>Initial</u> <u>Survey</u>
Check in/out holds	58%	57%
Browsing	51%	49%
Studying or conducting business	33%	25%
Programs	30%	21%
Book Sale	30%	27%
Meetings	29%	10%
Other	18%	12%
Drive Up service	15%	7%

All eighteen respondents who indicated “other”, offered an explanation regarding their typical visit to Burke Centre Library. For the complete list of explanations offered for this particular response, please see the appendix.

4. **Today I came to this library....:** (check all that apply)

	<u>Exit</u> <u>Survey</u>	<u>Initial</u> <u>Survey</u>
Just to browse the shelves	62%	32%
Other reason	48%	32%
To work with my own materials	24%	21%
Looking for something specific	21%	27%
To bring my child to a program	18%	17%
To use the WiFi	16%	16%
To use the Internet workstations	11%	10%

Of the forty-eight respondents who indicated “other”, all but one offered an explanation regarding why they came to Burke Centre Library. For the complete list of explanations offered for this particular response, please see the appendix.

5. **If you were browsing the shelves, did you find something of interest?**

	<u>Exit</u> <u>Survey</u>	<u>Initial</u> <u>Survey</u>
Yes	62%	61%

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6. **What is it that makes you come back to this library?** (check all that apply)

	<u>Exit</u> <u>Survey</u>	<u>Initial</u> <u>Survey</u>
The branch is very accessible to my home or work	67%	74%
Comfortable surroundings and furnishings	65%	68%
Staff excellence	58%	52%
Ambiance	49%	46%
Wide selection of materials	40%	42%
Wi-Fi access	36%	37%
Other, please describe	22%	14%

All twenty-two of the respondents who indicated “other”, offered an explanation regarding what it is that makes them come back the Burke Centre Library. For the complete list of explanations offered for this particular response, please see the appendix.

7. **Have the changes made here at Burke Centre altered your visiting habits and/or use of the library in the past year?**

No 77%
Yes 23%

Of the twenty respondents who indicated “yes”, all but three offered an explanation regarding how their visiting habits and/or use of the Burke Centre Library had been altered over the past year. For the complete list of explanations offered for this particular response, please see the appendix.

8. **Do you use any other nearby branches?**

Yes 74% (PO – 46%; FX – 26%; KP – 25%; Other – 9%; RB – 8%)
No 26%

The nine respondents who indicated they visit “other” branches, specified seven other branches including: CE, CH, GM, MW, RR, PH, TJ. For the complete list of responses offered for this particular response, please see the appendix.

9. **What do you think about the one desk model?** (check one)

It doesn't matter to me which model the library uses 49%
I prefer the single service desk model 39%
I prefer the two desk service model 12%

10. If you tend to use the library for extended periods of time, or all day, what is it that entices you to stay?

A total of forty-six respondents (46%) offered a response to this question. For the complete list of explanations offered for what entices visitors to stay for extended periods of time at Burke Centre Library, please see the appendix. In the initial survey, 45% of respondents (61) offered a response to this question.

11. Do you consider the library a destination, a place to come and work, relax, bring children, etc.?

	<u>Exit Survey</u>	<u>Initial Survey</u>
Yes	93%	90%
No	7%	10%

12. What do you like about Burke Centre Library as a physical space?

A total of seventy-two respondents (72%) offered a response to this question. For the complete list of explanations offered for what visitors like about Burke Centre Library as a physical space, please see the appendix. In the initial survey, 83% of respondents (113) offered a response to this question.

13. What services or attractions could the library add to keep you coming back more often or stay longer? (check all that apply)

	<u>Exit Survey</u>	<u>Initial Survey</u>
More hours	49%	-----
Drink and snack machine	28%	17%
Larger selection of materials	27%	31%
More comfortable seating	22%	15%
More tables	19%	20%
Additional power outlets	17%	12%
Additional programming, please specify	16%	12%
Study carrels	15%	7%
Other, please describe	12%	10%
One-on-One technology assistance	12%	8%
More resources for homework support	7%	10%

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Of the sixteen respondents who indicated “additional programming”, 14 offered an explanation. For the complete list of explanations offered for what additional programming respondents would like to see offered at Burke Centre Library, please see the appendix. In the initial survey, 12% of respondents (16) offered an explanation of additional programming.

All twelve respondents who indicated “other” services and attractions offered an explanation. For the complete list of explanations offered for what “other” services and attractions respondents would like to see offered at Burke Centre Library, please see the appendix. In the initial survey, 10% of respondents (14) offered an explanation of other services and attractions.

Note, “more hours” was not an answer option in the initial survey.

14. Do you consider your time spent at the library as a valuable, rewarding experience?

A total of 91 respondents (91%) confirmed that they consider time spent at the library as a valuable and rewarding experience. The other 9% of respondents chose not to answer the question. In the initial survey, 80% of respondents (109) offered a response to this question.

15. Taking into consideration all your past experience with the Fairfax County Public Library, how satisfied are you with the services you have received? (check one)

	<u>Exit</u> <u>Survey</u>	<u>Initial</u> <u>Survey</u>
Very Satisfied	81%	83%
Moderately Satisfied	17%	15%
Somewhat Satisfied	2%	2%
Not very Satisfied	----	-----
Not at all Satisfied	----	>1%

16. Please feel free to use the space below or the back of this form for any additional comments you may have about the library.

A total of thirty-one respondents offered additional comments. For the complete list of additional comments offered by respondents, please see the appendix. In the initial survey, 19% of respondents (26) offered additional comments.

Customer Advisors

At total of 24 respondents (24%) volunteered to become FCPL Customer Advisors. In the initial survey, 16% of respondents (22) offered to become FCPL Customer Advisors.

Enhanced Customer Experience Initiative

Exit Survey FY2014

Appendix

2. Would you say this library is able to meet your needs? Not as well as before, please explain:

- Only because of the single service desk, but it probably saves money so it's OK.
- Longer lines to pay fines, ask for assistance, etc.
- Less help for book searches, etc. Line for fines, checkout, etc. is improved though.

3. Which choices describe your typical visit to the BC Library? Other:

- Instruction in digital downloads, help finding books and reference materials.
- ESL classes. (2)
- Internet use.
- The need of times to get to the Internet to fill my current personal, learning, & social duties and obligations.
- Reading; computer use.
- Using computer.
- Reading, Internet access.
- Books and movies.
- Reading with my kids.
- Tutoring (2)
- Larger selection of books.
- Children's library events.
- Reading, checking email.
- Homework with my son.

- Homeschool experiences at the library.
- Play dates with homeschool friends.
- Volunteering.

4. Today I came to this library...: Other reason, please describe:

- Check in/out books on CD.
- Bring back books. (4)
- Check out books. (2)
- Pick up items on hold. (10)
- ESL classes. (8)
- Visit with Friends member.
- Tutoring (4)
- Meeting (3)
- Ongoing book sale in hallway. (2)
- To take a relaxation, stress relieving, wisdom and understanding, fun with occupying myself and my mind with things, issues, that really mean a lot to me. I come to the BC library to recharge my system with inspirational readings; something very important to me!
- To print.
- Find new books.
- Reading with my kids.
- To study. (2)
- Wall Street Journal
- Great inside activity for children, especially w/the wet ground.
- Study meeting
- Doing homework with my son, both of us do homework.

- Renew books on CD.
- Homeschool Time to Experience the Library.
- Meeting friends and Lego club.
- TAB meeting. (3)
- To attend a meeting/program.
- Volunteering.

6. What is it that makes you come back to this library? Other, please describe:

- The staff is friendly!
- Very knowledgeable s& courteous & helpful staff.
- Get books & return them – duh!
- Allows me to study, focus better.
- Our ESL teacher, Mrs. Gloria Monick.
- Fabulous kids programs and adult programs.
- Quality of the ESL teaching.
- I actually come to the BC library, and keep coming here, because this neighborhood is where my sister & my nephew grew up in, it's part of "home", I love all the staff, they are very nice, friendly, & helpful. Should I go on? I need to give you a "5"! As we say in retail, the overall highest customer satisfaction mark!
- Child programs (5)
- Library programs.
- It's very big!
- Tutoring
- Newspapers/periodicals.
- Ample meeting room (table space).

- Books
- Books on CD and print materials.
- Easier to do homework,
- I enjoy the girls (8yrs, 4yrs, 3yrs) being able to enjoy the library.
- Librarians never get upset when children meltdown.
- TAB meeting.
- Volunteering.

7. Have the changes made here at BC altered your visiting habits and/or use of the library in the past year? Yes, please explain:

- Still about the same.
- There have been more programs for my toddler.
- Easier to find a staff person than at other locations.
- I can use the iPad on the end panels.
- Useful program.
- Never understood the differences between two desks. I like having one place to go.
- Single service desk means there is only one place you need to go to ask questions.
- In the past I only visited for a short time. Now I can stay longer.
- Tot classes.
- It's the best library in the area.
- The size and comfort of this library.
- It's ample selection.
- We come more frequently with the improvements.
- Easier to find a staff person.

- Books are easier to find (iPads, staff).
- More helpful.
- We come more often.
- I'm an evening tutor, easier to find a place to meet now.
- There are great places around the library to sit and concentrate.
- TAB meetings.

8. Do you use any other nearby branches? Yes, other, please specify:

- Usually just to drop off books while I am out and about.
- CE (5)
- CH (4)
- GM
- MW
- RR
- PH
- TJ

10. If you tend to use the library for extended periods of time or all day, what is it that entices you to stay?

- The comfortable surroundings & furnishings, the pleasant & knowledgeable staff & the available & useful reference materials.
- It allows me to stay on task, focus easier.
- Sunshine, windows, ambiance, and very good respectful and polite and helpful staff.
- Open design – sunshine.
- Quiet. Wi-Fi. Staff excellent.

- I can concentrate on my studying in the library.
- Open design, friendly staff.
- Bright, quiet, ambiance, quality of the staff.
- The staff, the environment, the resources, the architecture.
- Tutoring and desk space.
- Available rooms.
- Comfortable attractive setting.
- Ambiance and Wi-Fi.
- Nice ambiance, variety of materials to browse.
- Open space, Burke staff.
- The BC library is a “vital” part of my socio, economic, & developmental life, as a good contemporary American that rightfully fears & reveres his creator. I must confess that I keep my sanity by making regular trips to the BC library!.
- Fast Wi-Fi and comfortable seats.
- Tot classes.
- Open space and meeting rooms.
- It’s quiet except when people use their cell phones.
- Quiet, open, natural light.
- The ambiance, the architectural design that allows a lot of daylight, openness and freshness.
- Access to home.
- Atmosphere
- Service, ambiance and staff are excellent.
- Reading books & Internet.
- Quiet atmosphere, variety of resources.

- I love being surrounded by books. It makes me happy and it's a change from sitting home working on my laptop.
- The quietness.
- The books. (2)
- Wi-Fi
- The quiet/comforting environment and friendly staff.
- The access to Wi-Fi and printing accommodations.
- Wi-Fi seating. Quiet place to work. Children love that they can go anywhere in the children's section w/o me (they feel grown up & love the space and I love the safety).
- Comfortable seats with swivel desk and cup holder. Lots of natural lighting/large glass windows, Wi-Fi access.
- Quiet, scenic place to work (tends to fill up & get louder in the afternoons).
- Table space; aesthetics (BC is a warm, friendly, helpful atmosphere).
- The quiet study room and Wi-Fi access.
- Everyone is very friendly, welcoming and helpful! It's an easy place to sit and lose yourself in a good book!
- Clean, quiet, less crowded than other branches.
- The quiet room in back & looking at the various wildlife that comes by. I like that the quiet room is placed away from the busy areas of the library.
- The quiet study room, which is now quiet. I love the extra step you've taken to make it so (a sheet on the door asking people to report noise – makes a difference).
- Homework.
- Homeschool meetings; quiet place to study & work.
- I enjoy the quietness and it is just a nice place to sit and stay.
- Great places to work.

12. What do you like about BC Library as a physical space?

- Great location. Comfortable environment. Well planned environment. Clean, orderly.
- It is perfect in respect to size, ambiance, comfort and courteous & helpful staff both direct hire and volunteer.
- Open space. (2)
- There's nothing I dislike. I like everything.
- Bright, airy.
- Very light and airy. Great for quiet reading. Not very appreciative of dripping roof.
- I really like it. Looks very nice and very comfortable.
- The design, feel relaxed.
- I like the design, open.
- I like the idea.
- I like the Burke Centre library very much.
- Nice ambiance. Clean. Bright. Beautiful view.
- Wonderful.
- Everything is OK.
- The design. Open and clean. Welcoming space and staff.
- Light
- Clean, big, quiet.
- It is airy and light.
- Open, quiet.
- Windows and big chairs.
- Windows, natural lighting, not crowded.
- Light, openness, large windows.

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- High ceilings, glass/large windows to see outside, natural lighting, modern, use of stone. Beautifully decorated children's section. Very nice independent study room, conference rooms & large meeting rooms. This particular library is usually very quiet & not as crowded as other branches.

- Open, outside light.

- The very "essence" (if you will) of the BC library is like no other library I've been to in my life (not even the Library of Congress in the nation's capital). My intuitive insight on this is that because of the design structure of the building itself, the energy efficient structure, the peaceful calm, natural calm of the area, the kind hearted enthusiastic people with unselfish attitudes of community service. You are #1.

- Cleanliness

- It's a great space and location. I love the natural light that comes in.

- Enjoy the layout, ensures some privacy to read and research.

- Bright and open!!

- Open, lots of windows, natural light.

- Its architectural design.

- It's not confining.

- Very light and bright, peaceful.

- Lots of natural light.

- It's open and refreshing, more so than other seemingly dark, dank libraries.

- Warm and welcoming, modern and open. Newer selections, great children's selection.

- It's open and bright, lots of windows.

- Excellent lighting, both natural & lights.

- Very good.

- Open, light, welcoming décor & chairs.

- I love it! I love that it's small, clean and quiet. It has a nice neighborhood feel.

- It's clean and new.

- Comfortable, drive up is wonderful!
- It's easy to locate the sections of books and know the general area to look for the type of book you want.
- Beautiful. Relaxing.
- Lots of room.
- Beautiful location and open windows.
- The ambiance.
- Love the space, open and welcoming.
- Comfortable seats with swivel desk and cup holder. Lots of natural lighting/large glass windows, Wi-Fi access.
- Very open & airy, quiet & relaxing.
- Beautiful architecture, large windows, quiet, spacious.
- Beautiful/modern architecture; ample table space.
- The branch is very comfortable and has a good physical space.
- Love the open feel – especially love hearing the rain on the roof!!
- Very well lit and nicely laid out.
- Open floor plan, large windows facing natural setting, ease of access w/Fairfax County Parkway.
- It's very big and open feeling, doesn't make it feel stuffy. The large windows are very nice, I enjoy seeing various wildlife outside.
- Very clean, quiet. Kind staff.
- Bright light.
- The interior design, setup.
- It's clean and beautiful. Love looking out at green hills from the Quiet Room.

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- My girls can read their books in the children's Center and I can walk over to the mystery section to grab a book for myself w/o really losing sight of them. This way, we all get to enjoy the library.

- It is so convenient & pleasant!

- The windows and natural light.

- Quiet, comfortable.

- Not all that appealing if you are looking for a comfortable space to read/study/work. Space is functional.

- Open, pleasant, light.

- Comfortable.

- We love the woods out the window near the children's section.

- The amount of seats.

- A lot of room/seats and desks.

- Small, not too noisy as some branches can be.

- Great ambiance and working area.

- Everything.

- Vast, lots of light.

13. Would services or attractions could the library add to keep you coming back more often or stay longer?

Additional programming, please specify:

- Japanese classes.

- Adult programs.

- Child programming. (3)

- Toddler programs (3)

- At hours outside of usual work hours.

- For ages 10+.
- Toddler programs after 3pm.
- More kids programs on weekends.
- Homeschool events.
- More programs for all age children.

Other, please describe:

- Additional staff for busy periods & more time on my personal schedule.
- More tables at child level.
- Movie viewing station.
- Outside table and chairs. (3)
- Wider Wi-Fi area (easier access). Separate nonfiction for children.
- More in the children's & a separate area so they can be free to roam.
- More computer time.
- More work areas.
- More new books.
- TAB meetings.

16. Please feel free to offer any additional comments you may have about the library.

- Each person who works here is professional and caring. Thank you!
- Fairfax County needs to step up to the plate on funding their libraries. Within the Washington, D.C. metropolitan area Fairfax is on the bottom of the funding scale for their library support. Don't be bashful, your acquisitions & staffing levels have been on a downward slope for quite some time.
- My older kids (5 & 9) love the gadget bar.
- I want this library to open on Sunday.

- I consider the library for learning more and reading books and technology assistance [rather than a destination].
- I like the welcoming and caring of the staff.
- My favorite branch is Burke Centre! Great programming!
- Self checkout is great!
- I have been coming to this branch since it first opened & consider it to be a real treasure. My daughter utilized it for homework/research as well as pleasure reading. The staff have always been very friendly & knowledgeable. The book sales are fabulous & much appreciated! I love this library.
- Great classes – add more!
- It is always so hot in here. It doesn't matter what it is like outside, it is HOT year round inside this library.
- More nonfiction for children.
- I would like more kids books & movies and a closed off children's area.
- This particular library is so welcoming and cozy. I definitely prefer this library over all other branches.
- More toddler programs, i.e. weekly storytime.
- I love the placement of the express checkout & service desks, very convenient. I enjoy the themed displays. I love the suggestions of what to read and exposure to new items.
- The staff at BC library are constantly welcoming, and knowledgeable, and helpful. They seem to generally care about the library and its patrons. Thank you for all of your hard work!
- We're sadly moving to New England this summer. We have enjoyed the library system for seven years and we will definitely miss it. Thank you.
- I also love the quiet room here. At KP, the cubicles are too close to each other.
- I think 45 minutes on the computer isn't enough. They should have unlimited or at least 2 hours of computer time.
- Extend hours of operation – weekends.
- Would like early morning hours, 7am!

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- The children love checking out their own books & using the computer.
- Sometimes it feels that a circus has come to the library. Little is done to quiet children and teach them that they must be quiet and respectful of others. I would appreciate it if the library staff were more proactive in enforcing the peace of the library.
- As more people read online or w/eReaders (Kindle, etc.), consider shifting more focus to work/relaxation/mindfulness space?
- 9pm too early closing time.
- Not all libraries have sufficient table space (e.g. DM in McLean). The library hours were cut for financial reasons, where should we study when we have that final exam and need to go until 10pm? We end up at Whole foods or other commercial grocery stores with table space.... unacceptable. My college had a 24-hour study room, we need something similar. We pay too much in taxes for such limited / restricted library hours.
- I love the library and hope my kids will develop the same love of it too. The staff at BC is wonderful! Always helpful and friendly!
- Thank you for a lovely place!
- Thanks for all that you do!
- The only reason I ever go to another is if this one's hours are short that day.
- The staff is excellent and has been very helpful. Please no drink or snack machine
- The book sale was great! Staff is always friendly & helpful.
- I'm always happy here. The facility is quiet & clean. The staff are wonderful and helpful. My library is my sanctuary.
- Please put more books on Overdrive.
- I think BC library does a wonderful job of making their library a child friendly place that encourages the joy and adventure of reading!
- Would like more ebooks, especially new books.
- My child is an avid reader so having easy library access is vital!!
- It would be nice to have homeschool classes for the early afternoons. Need more events for 5 year old range.

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Fairfax County Public Library
Updated Timeline for the Recommendations of the Ad Hoc Communication and Evaluation Committee

July 1, 2014
 (Originally approved at December 11, 2013 Library Board meeting)

Recommendations of the Ad Hoc Communication & Evaluation Committee	Action Planned or Completed	Lead	Status
1. Recommend rejection of the Beta Plan as proposed.	Communicate decision to staff and public. Remove references to the Beta Plan from the public and staff websites.	Sam Clay, Library Director	December 2014 <ul style="list-style-type: none"> • All items completed.
2. Recommend rejection of reclassification of Fairfax County Public Library positions.	Communicate decision to staff and public. Remove Library Customer Service Specialist Class series from the approved county job classifications. Remove references to the Library Customer Service Specialist Class series from the public and staff websites.	Sam Clay, Library Director	December 2014 <ul style="list-style-type: none"> • All items completed.
3. Recommend increasing the County budget for library operations.	Refer to Library Board of Trustees Budget Committee for further review and action.	Library Board of Trustees	January 2014 <ul style="list-style-type: none"> • Budget subcommittee appointed. February 2014 • Budget subcommittee met at Oakton Library on February 3 and voted on recommendations to present for consideration by the Library Board at its meeting on February 12. • February Library Board meeting cancelled because of snow. April 2014 • LBOT Budget Subcommittee requests additional

Attachment 19

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04

Recommendations of the Ad Hoc Communication & Evaluation Committee	Action Planned or Completed	Lead	Status
<p>4. Recommend Library Board of Trustees begin a dialogue with all levels of staff and the affected communities about the best way to address the Fairfax County Public Library's staffing needs in a way that meets the public's needs and priorities without eliminating the continued presence of professional librarians in each branch.</p>	<p>Refer to Library Board of Trustees Planning Committee for further review and action.</p>	<p>Library Board of Trustees</p>	<p>\$2.0 million to be used as follows: \$1.0 million for the collection and \$1.0 million for staff development, technology initiatives and youth services.</p> <ul style="list-style-type: none"> • BOS approves \$250,000 as the first of a 4-year installment to boost materials spending. <p>January 2014</p> <ul style="list-style-type: none"> • Planning subcommittee appointed. February/March 2014 • Refer to Planning Committee and Personnel Committee for next steps. July 2014 • No updates at this time.
<p>5. Recommend retention of professional librarians and children's librarians in branches.</p>	<p>Fill vacant professional librarian and children's librarian positions in their current job classifications.</p>	<p>Sam Clay, Library Director</p>	<p>November 2013</p> <ul style="list-style-type: none"> • Librarian I, Youth Services Manager, multiple positions advertised. Interviews in process. • Librarian IV, Regional Branch Manager, advertised. Interviews in process. <p>January 2014</p> <ul style="list-style-type: none"> • Librarian II, Cataloging Supervisor, advertised. February 2014 • Librarian I, Information Services, multiple part-time positions advertised. • Librarian II, Community Assistant Branch Manager, one position advertised. • Librarian III, Regional Assistant Branch Manager, multiple positions, advertised. <p>July 2014</p> <ul style="list-style-type: none"> • Multiple professional level positions advertised and filled. • See vacancy list for further details.

Recommendations of the Ad Hoc Communication & Evaluation Committee	Action Planned or Completed	Lead	Status
<p>6. Recommend more analysis on strength and weakness of the single-desk model at Burke Centre Library.</p>	<p>Establish task group that includes a broad-based group of stakeholders to evaluate single desk model and make recommendations to the Library Board of Trustees.</p>	<p>Sam Clay, Library Director</p>	<p>March 2014</p> <ul style="list-style-type: none"> Recommend returning Burke Centre Library to separate desks for Circulation Services and Information Services to return branch to pre-Beta status. <p>June 2014</p> <ul style="list-style-type: none"> Burke Centre Library exit survey complete. <p>July 2014</p> <ul style="list-style-type: none"> Burke Centre one desk will be changed back to two desks.
<p>7. Recommend assigning staff to only one set of tasks (e.g. only working the service desk or only working in the back) be rejected.</p>	<p>Maintain current job duties as described in position descriptions.</p>	<p>Sam Clay, Library Director</p>	<p>December 2013</p> <ul style="list-style-type: none"> Staff works according to current position descriptions which include public service and workroom duties. <p>July 2014</p> <ul style="list-style-type: none"> Customer Services Assistants are using Information Assistant position descriptions and only work the information desk. All items completed.

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Recommendations of the Ad Hoc Communication & Evaluation Committee	Action Planned or Completed	Lead	Status
<p>8. Recommend funding requests to the Board of Supervisors be accompanied by an analysis of evolving Fairfax County Public Library requirements, as well as comparisons to previous Fairfax County Public Library levels of funding and to comparable localities, both in Virginia and suburban counties in other states.</p>	<p>Develop chart/report with comprehensive budgetary and library services information that compares FCPL with other comparable libraries and update Bi-annually.</p>	<p>Sam Clay, Library Director</p>	<p>March 2014</p> <ul style="list-style-type: none"> Refer to Budget Committee for identification of next steps in development of supporting documents for a 5-year financial plan to be acted on in future by Library Board. <p>July 2014</p> <ul style="list-style-type: none"> No updates at this time.
<p>9. Seek more creative partnerships that might lead to additional revenue including Fairfax County Public Schools, Northern Virginia Community College, and the local business community, as well as seeking increased support via the Friends groups and Fairfax Library Foundation.</p>	<p>Provide inventory of existing partnerships and update annually.</p> <p>Include significant new partnerships in Director's monthly report to the Library Board of Trustees.</p>	<p>Susan Harmon, Executive Director, Fairfax Library Foundation and Sam Clay, Library Director</p>	<p>March 2014</p> <ul style="list-style-type: none"> Provide a report to the Board of Trustees each fiscal year on library partnerships, beginning with a report for FY 2014 to be issued in September 2014. <p>Ongoing</p>
<p>10. Increase cooperation and support from the Fairfax Library Foundation.</p>	<p>Refer to Library Board of Trustees Foundation representative for further review, recommendations and/or action.</p>	<p>Mary Peterseht, Michael Donovan Library Board of Trustees</p>	<p>July 2014</p> <ul style="list-style-type: none"> No updates at this time.
<p>11. Recognize and encourage the work of the library Friends groups.</p>	<p>Continue annual recognition of library Friends groups at Library Board of Trustees meeting.</p> <p>Library Board of Trustees Friends liaison attends Friends Forum meetings and reports at subsequent Library Board meetings.</p>	<p>Library Board of Trustees</p> <p>Elizabeth Clements, Library Board of Trustees</p>	<p>October 2014</p> <ul style="list-style-type: none"> Annual recognition event planned <p>March 2014</p> <ul style="list-style-type: none"> Next Friends Forum to be held on March 30. Friends Forum held at Richard Byrd Library. <p>June 2014</p> <ul style="list-style-type: none"> Request from Library Board to Friends to provide

Recommendations of the Ad Hoc Communication & Evaluation Committee	Action Planned or Completed	Lead	Status
			<p>list of assets by June 30, 2014.</p> <p>July 2014</p> <ul style="list-style-type: none"> Next Friends Forum to be held on September 21 at Tysons-Pimmit Library.
12. Recommend more thorough review of the ratio of administrative staff to branch staff to determine the proper balance between the two.	Request Fairfax County Department of Human Resources (DHR) to review FCPL staffing and make recommendations.	Sam Clay, Library Director Library Board member	<p>March 2014</p> <ul style="list-style-type: none"> DHR report in progress. <p>May 2014</p> <ul style="list-style-type: none"> DHR report presented to the Library Board by Personnel Committee Chair, Peggy Koplitz. This item is completed.
13. Fill current vacancies in existing job classifications.	Positions are being advertised and filled in current job classifications.	Sam Clay, Library Director	Ongoing
14. Recommend thorough evaluation of proposed collection reductions and whether creating more meeting space should be a priority over reading materials.	Refer to the Library Board of Trustees Planning Committee for review and/or action.	Library Board of Trustees Elizabeth Clements, Mason District Library Board Representative	<p>January 2014</p> <ul style="list-style-type: none"> Planning subcommittee appointed. February/March 2014 Refer to Planning Committee for next steps. July 2014 No updates at this time.
15. Recommend more coordination with Friends groups before books are discarded.	See Floating and Weeding recommendations #8 and #11.	Sam Clay, Library Director Elizabeth Clements, Mason District Library Board Representative	<p>February 2014</p> <ul style="list-style-type: none"> Decentralized discard procedures reviewed by Elizabeth Rhodes at Branch Managers meeting. Branch Managers discussed new procedures with Friends groups and implemented. Elizabeth Rhodes contacted Branch Friends groups to identify interest in usable books withdrawn from the library system at Technical Operations. <p>July 2014</p> <ul style="list-style-type: none"> One Friends group is receiving library discards.
16. Recommend restoration of funds to the materials budget overall to replenish depleted collections.	At November 13, 2013 Library Board of Trustees meeting, a request for \$1 million for nonfiction materials was approved by the Library Board.	Library Board of Trustees	<p>January 2014</p> <ul style="list-style-type: none"> Budget subcommittee appointed. February 2014 Budget subcommittee met at Oakton Library on February 3 and voted on recommendations to

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Recommendations of the Ad Hoc Communication & Evaluation Committee	Action Planned or Completed	Lead	Status
	At November 19, 2013 Board of Supervisors meeting, Supervisors approved including \$1 million for nonfiction materials on the Consideration items list for the FY 2015 budget deliberation process.		<p>present for consideration by the Library Board at its meeting on February 12.</p> <ul style="list-style-type: none"> February Library Board meeting cancelled because of snow. <p>March 2014</p> <ul style="list-style-type: none"> Request to Board of Supervisors for additional \$1 million for collection. <p>June 2014</p> <ul style="list-style-type: none"> FCPL receives \$250,000 for FY2015 for the general collection; pledge to continue this for the next three years to reach the \$1 million request.
17. Recommend weeding decisions need to consider the ability of the materials budget to replace what has been lost.	Present training on the Collection priority list process to branch staff. Recruit volunteers and reinstitute program to mend materials.	Elizabeth Rhodes, Collection Services Coordinator Elizabeth Clements, Mason District Library Board Representative Erin Chernisky, Volunteer Coordinator	<p>February 2014 – September 2014</p> <ul style="list-style-type: none"> Collection Services Team plans to meet with all Branch Management Teams to discuss collection issues and begins visits. <p>March 2014</p> <ul style="list-style-type: none"> Training on mending being developed for staff and volunteers. <p>July 2014</p> <ul style="list-style-type: none"> Branch staff and volunteers are mending materials.
18. Recommend a more consistent mechanism to add donated books to the library collection by the Friends of the Library and include them in the discussion about its evolution. NOTE: June 4, 2014 Ad-Hoc Floating Report to LBOT from Chair Clements: Recommendation to accept and process add/swap books at the branch from donations.	See Floating and Weeding recommendation #6.	Sam Clay, Library Director Elizabeth Clements, Mason District Library Board Representative	<p>November 2013</p> <ul style="list-style-type: none"> New procedures implemented; Technical Operations accepts add/swap books for the collection. <p>December 2013</p> <ul style="list-style-type: none"> Procedures updated and provided to the Library Board of Trustees at Library Board meeting. <p>July 2014</p> <ul style="list-style-type: none"> All items completed. <p>July 2014</p> <ul style="list-style-type: none"> Add/swap will continue to be added by Cataloging staff in order to maintain the integrity of the

Recommendations of the Ad Hoc Communication & Evaluation Committee	Action Planned or Completed	Lead	Status.
19. Revisit Friends' space currently restricted to 100 square feet.	Establish a task group of stakeholders to review Library Design Manual for new and renovated facilities and make recommendations.	Sam Clay, Library Director	<p>Catalog ensuring customers get the correct materials.</p> <p>February 2014</p> <ul style="list-style-type: none"> Library Director met with one Friends group representative to discuss. <p>March 2014</p> <ul style="list-style-type: none"> Capital Project Development Process presentation by Capital Facilities at Library Board meeting. <p>July 2014</p> <ul style="list-style-type: none"> Renovated libraries will have 100 square feet as footprint of buildings is not getting larger.
20. Undertake a more extensive public survey and comment process that is advertised with a time window certain. Any survey should ideally seek the input of high school and college age students, who make up a key portion of the Fairfax County Public Library patron community.	Refer to Library Board of Trustees Planning Committee for further review and action.	Library Board of Trustees	<p>January 2014</p> <ul style="list-style-type: none"> Planning subcommittee appointed. <p>February/March 2014</p> <ul style="list-style-type: none"> Refer to Planning Committee for next steps. <p>June 2014</p> <ul style="list-style-type: none"> Planning Committee holds a public meeting at Oakton Library. Survey process document is presented to the Library Board.

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Fairfax County Public Library

Updated Timeline for the Recommendations of the Ad Hoc Floating Collections and Discards Committee

July 1, 2014

(Originally approved at January 8, 2014 Library Board meeting)

Recommendations of the Ad Hoc Floating Collections and Discards Committee	Action Planned or Completed	Lead	Status
1. Recommend forming a Transfer Focus Group with front line branch staff to review and improve the rebalancing mechanisms of the library's collection. The Transfer Focus Group should identify branch needs not met by the CollectionsHQ software and FCPL should address those needs.	Form Transfer Focus group. Transfer Focus group meets monthly. Minutes should be made available to branch managers and members of the Library Board of Trustees	Elizabeth Rhodes, Collection Services Coordinator	December 2013 <ul style="list-style-type: none"> Deadline for staff to apply for Transfer Focus group. Members appointed January 2014. Transfer Focus Group met at Technical Operations. January minutes went in February packet (meeting canceled) and posted on FairfaxNet for Branch Managers and staff. Transfer Focus Group held a meeting by conference call. On-going. Minutes have been distributed.
2. Recommend that the Transfer Focus Group provide an interim report and one-year status report.	Provide interim report. Provide one-year status report.	Elizabeth Rhodes, Collection Services Coordinator	February 28, 2014 <ul style="list-style-type: none"> Interim report included in March Library Board packet. June 2014 <ul style="list-style-type: none"> Focus group still analyzing the data. Report will be forwarded upon completion.
3. Recommend an in-branch user survey to evaluate what and how materials are used within a branch.	Introduce new procedures to track in-house use of materials using integrated library system (Sirsi).	Elizabeth Rhodes, Collection Services Coordinator Robert Harvey, Assistant Systems Manager	January 2014 <ul style="list-style-type: none"> FX, PO, HE, TJ & CH test in-house usage data collection process. February 2014 <ul style="list-style-type: none"> All branches begin collecting in-house usage data.

Updated Timeline for the Recommendations of the Ad Hoc Committee of the Fairfax County Public Library Board of Trustees.

July 2014

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Recommendations of the Ad Hoc Floating Collections and Discards Committee	Action Planned or Completed	Lead	Status
	Beginning in FY 2015, include in-house use of materials in system monthly statistics report.	Doug Miller, Strategic Planner and Customer Research Manager	July 2014 <ul style="list-style-type: none"> In-house usage statistics to be included in monthly collection reports for FY 2015. Collection Services will work with Marketing on the development of signage for branches to indicate that data on usage patterns is being collected.
4. Recommend the Library Director report on the current activities and findings of the Transfer Focus Group at the Board of Trustees' monthly meetings.	Include report in Director's monthly report to the Library Board of Trustees.	Sam Clay, Library Director	January 2014 <ul style="list-style-type: none"> Monthly report on Transfer Focus Group included in Director's report to the Library Board. February 2014 <ul style="list-style-type: none"> Monthly report to be distributed at Library Board meeting which was cancelled. June 2014 <ul style="list-style-type: none"> On-going
5. Recommend forming a Collection Evaluation Focus Group of branch and central collection staff to review current procedures and practices for collection development and that the library director report on the current activities and findings of this group at the Board of Trustees monthly meetings.	Appoint Collection Evaluation Focus Group, reflecting demographics. Collection Evaluation Focus Group meets. Report on current activities at Board of Trustees monthly meetings.	Elizabeth Rhodes, Collection Services Coordinator Sam Clay, Library Director	January 2014 – present <ul style="list-style-type: none"> Monthly report on Collection Evaluation Focus Group included in Director's report to the Library Board. This is an on-going activity and updates will be provided as available.
6. Recommend the library immediately begin accepting add/swap books to its	Procedures implemented in November 2013.	Elizabeth Rhodes, Collection Services Coordinator	November 2013 <ul style="list-style-type: none"> New procedures implemented; Technical Operations accepts add/swap books for the

Updated Timeline for the Recommendations of the Ad Hoc Committee of the Fairfax County Public Library Board of Trustees.

July 2014

Recommendations of the Ad Hoc Floating Collections and Discards Committee	Action Planned or Completed	Lead	Status
<p>collections from donations at both the branch and technical operations levels.</p> <p>NOTE: June 4, 2014 Ad-Hoc Floating Report to LBOT from Chairman Clemens: Recommendation to accept and process add/swap books at the branch from donations.</p>			<p>collection. December 2013</p> <ul style="list-style-type: none"> Procedures updated and provided to the Library Board of Trustees at Library Board meeting. July 2014 All items completed. July, 2014 Add/swap will continued to be added by Cataloging staff in order to maintain the integrity of the Catalog ; ensuring customers get the correct materials.
<p>7. Recommend the decision to centralize the discard process be reversed and the discard process be assigned to the branches as soon as possible but no later than January 31, 2014.</p>	<p>New procedures in development to be tested at several branches.</p> <p>New procedures to be implemented system wide.</p>	<p>Elizabeth Rhodes, Collection Services Coordinator</p>	<p>January 2014</p> <ul style="list-style-type: none"> FX, PO, HE, TJ & CH test decentralized discard procedures February 2014 All branches begin decentralized discard process following presentation by Elizabeth Rhodes at Branch Managers meeting on February 4, 2014. July 2014 All items completed.

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Recommendations of the Ad Hoc Floating Collections and Discards Committee	Action Planned or Completed	Lead	Status
<p>8. Recommend that usable books withdrawn from the library system must first be offered to Friends Groups through a documented process. If the Friends do not want them the library must send them to the County Purchasing and Supply Management department as items Deemed Surplus.</p>	<p>Procedures in development. Send usable items not wanted by Friends to the Department of Purchasing and Supply Management.</p>	<p>Melanie Quinn, Operations Director</p>	<p>February 2014</p> <ul style="list-style-type: none"> Procedures reviewed by Elizabeth Rhodes at Branch Managers meeting. Branch Managers discussed new procedures with Friends groups and implemented. Elizabeth Rhodes contacted Branch Friends groups to identify interest in usable books withdrawn from the library system at Technical Operations and implements as requested. <p>July 2014</p> <ul style="list-style-type: none"> All items completed.
<p>9. Recommend the library explore possibilities to transfer usable items to library systems in other areas of the state.</p>	<p>The FCPL, through one or more of the statewide library associations, should explore opportunities to transfer usable items to library systems in other parts of the state.</p>	<p>Sam Clay Library Director</p>	<p>September 2014</p> <ul style="list-style-type: none"> Library Director will provide update. <p>June 2014</p> <ul style="list-style-type: none"> Director will talk with other libraries at the State library association, Fall, 2014.
<p>10. Recommend that the library's policies should reflect that the Friends groups are responsible for the disposition (including disposal) of books which have been donated directly to the Friends or given to the Friends by the library.</p>	<p>Refer to Library Board Policy Committee for discussion. Collections should communicate with Friends groups as to adding books from Friends' donations to the FCPL collection.</p>	<p>Library Board of Trustees Elizabeth Rhodes Collection Services Coordinator</p>	<p>No action to date.</p> <p>November 2014</p> <ul style="list-style-type: none"> Collection Services sends list of high demand titles to Friends groups monthly.

Recommendations of the Ad Hoc Floating Collections and Discards Committee	Action Planned or Completed	Lead	Status
<p>11. Recommend maintaining and expanding the diverse but compatible approaches to donations by staff and Friends and their contributions to library programs.</p>	<p>Branch Manager communicates regularly with Friends group regarding library discards, donations and branch programs and services. (Also refer to Communication and Evaluation recommendation #11.)</p>	<p>Branch Managers</p>	<p>Ongoing March 2014</p> <ul style="list-style-type: none"> • Discussion topic for Friends Forum July, 2014 • No FCPL action required. (See June 4, 2014 Ad-Hoc Floating Report to LBOT from Chairman Clemens)
<p>12. Recommend allocating more room for the Friends in future renovated or new libraries.</p>	<p>(Also refer to Communication and Evaluation recommendation #19.)</p>	<p>Sam Clay, Library Director</p>	<p>February 2014</p> <ul style="list-style-type: none"> • Library Director met with one Friends group representative to discuss. March 2014 • Capital Project Development Process presentation by Capital Facilities rescheduled for March Library Board meeting. July 2014 • Renovated libraries will have 100 square feet as footprint of buildings is not getting larger.

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Subject: FW: IMLS Releases 2011 Public Libraries in the United States Survey

From: Gates, Karen

Sent: Thursday, June 19, 2014 3:57 PM

To: Alleman, Kathryn; Dahma, Jameely; Dixon, Daniela F; Esslami, Mohammed; Freund, Sandy; Hall, Cindy L.; Hoffman, Kathryn; Ignatenko, Elena V.; Jones, Christine; Kuch, Janice; LaMarca, Chris; Morgan, Denise; Parnes, Daria; Pendergrass, Andrew; Peters, Barbara J.; Plehal, Gari; Polson, Jerilyn; Raymond, Laura; Rice, Barbara; Rodela, Rodolfo; Ryan, Nancy R; Schlekau, Linda; Smith, Starr

Subject: IMLS Releases 2011 Public Libraries in the United States Survey

The following is sent on behalf of Sam –

All,

I trust you will find this of interest.

Please click this link to access and download the report –
<http://www.imls.gov/resources/publications.aspx>

Sam

Subject: FW: Full Day Mondays Approved for Elementary Schools

----- Forwarded message -----

From: **Fairfax County Public Schools** <FCPSkit@fcps.edu>

Date: Fri, Jun 27, 2014 at 12:27 PM

Subject: Full Day Mondays Approved for Elementary Schools

A message from FAIRFAX COUNTY PUBLIC SCHOOLS

Fairfax County School Board Approves Full-Day Mondays for Elementary Schools Starting in September 2014

The Fairfax County School Board approved a master calendar change that will provide a uniform length elementary school day and eliminate the shortened Monday schedule beginning in September 2014. This change will increase instructional time for students and will allow for 20 minutes of daily recess. In addition, the change will guarantee dedicated planning time for elementary teachers totaling 300 minutes per week.

“After surveying both parents and teachers, we saw that parents overwhelmingly supported this change—and as soon as possible,” said Ilryong Moon, School Board Chairman. “In addition, elementary teachers have consistently cited in our working conditions survey that they need guaranteed, self-directed time for planning.”

The change also solves the challenge of meeting the annual 990 instructional hour requirement in state law, which Fairfax County Public Schools (FCPS) does not meet under the current shortened Monday schedule. Instead, FCPS has met the state requirement of a 180-day calendar, which resulted in sometimes having to add days to the end of the school year to make up missed days due to inclement weather. The new uniform elementary schedule will eliminate making up inclement weather days at the end of the school year if fewer than 13 days are missed.

A uniform length elementary day also provides an opportunity for an innovative school year calendar that builds in consistent holidays, such as a full two weeks for winter break, and strategic planning days throughout the year. In addition, one master calendar will be followed for all elementary, middle, and high schools.

The change will add staff to elementary schools such as World Language teachers and other instructional specialists to provide planning time for teachers. There will be no changes in music, art, or physical education, nor changes to Regulation 4422, which limits the number of hours that librarians, and other school-based professionals, can be dedicated to providing for planning time coverage.

Superintendent Karen Garza and her staff will convene groups of elementary principals, teachers, school staff, and other key stakeholders in July to work out the details of the implementation. Then, each school will communicate their individual schedule changes to parents before school begins on September 2.

Details on the new 2014-15 calendar can be found here: <http://www.fcps.edu/about/14-15cal.shtml>

FairfaxTimes.com

Fairfax, Virginia

Published: Thursday, June 26, 2014

Summer reading program stops the "summer slide" by Kate Yanchulis
Staff Writer

Kathy Richardson, the youth services manager at Thomas Jefferson Library, crouched down to retrieve a book on the floor of the children's section.

Roberto Rojas watched her for a few seconds before his eyes lit up with recognition.

"I know you!" the 7-year-old piped up. "You came to my school! Westlawn!"

The librarian smiled at the recognition. She, as well as youth services staff from library branches across Fairfax County, have toured schools in the past month to encourage students to participate in the library's Summer Reading Program.

Richardson visited four schools, including Westlawn Elementary. Seeing Roberto at the Falls Church library on Monday meant she had succeeded—at least for one student.

Librarians hold book talks in schools not only to attract participants to the county's popular Summer Reading Program but also to ward off the dreaded "summer slide," an academic regress as children lose the skills they learned in the school year.

Children can lose months worth of learning in empty summer months, according to the National Summer Learning Association. Low-income children especially are in danger of falling behind peers with greater enrichment opportunities.

Fairfax County public libraries offer a possible remedy.

"Kids who don't read over the summer go backwards," said Ted Kavich, the library system's program and educational services manager. "Our method is to make it fun. And we really believe that reading is fun, so it's not hard for us to sell it."

The Summer Reading Program attracted more than 51,000 children and teenagers from preschool through 12th grade last year.

Children in preschool through sixth grade read 15 books - or have the books read to them. Children and teenagers in seventh through 12th grade read eight books.

Participants record their books on a log. If they return their completed log to a library by Aug. 30, they receive a prize booklet filled with coupons redeemable for ice cream, amusement park admission discounts and more.

"We want kids and teens to read things they like," Kavich said. "I don't want this to be homework. It's a challenge, not an assignment."

Last year, 24,000 of registered participants completed the challenge and earned their prize. Signups started June 20 and are open through Aug. 30, the program's final day.

The Summer Reading Program also includes events held across all library branches throughout the summer. All events and activities are free, but many require prior registration due to popularity.

"We often max out the capacity in our meeting rooms," Kavich said. "The numbers are generally very strong."

Roberto and his family were at Thomas Jefferson Library to attend one such event, "Paws to Read," which allows children to practice reading aloud to a trained therapy dog. Though this event is an ongoing fixture at the library, it dovetails perfectly with the theme for this year's Summer Reading Program, also "Paws to Read."

Roberto and his younger sister, Grace Rojas, were enthusiastic participants. Each took multiple turns reading to the dog Jam-Jam.

After the event, Roberto struck up his conversation with Richardson. His mother Maritza Lopez looked on as the two continued an animated discussion about the book "Gus the Dinosaur Bus."

Lopez had a stack of books at her side. She also had the forms for the Summer Reading Program, which the family signed up for on their way into the library that afternoon.

"They'll be done fast," Lopez said, as 5-year-old Grace, who will start kindergarten in the fall, ran up with another book for the growing pile. "But we keep coming back all summer. And when school starts, they'll be ready."

kyanchulis@fairfaxtimes.com

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County of Fairfax, Virginia

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

June 12, 2014

I am writing to inform you of the decision regarding the book *Lady Gaga*, by Aaron Frisch. As you know from the information I sent you earlier, a review committee of three professional librarians was appointed to evaluate the book. After completely reading the book, the three librarians agreed that this title is appropriate for a public library children's collection.

Comments by members of the committee include the following statements:

- "The book does not appear to be written to glorify the singer's lifestyle or in any way endorse her choice of fashion. Aaron Frisch is a respected children's author and his biography uses simple text and stage photos that illustrate her trademark costumes which are part of her performance."
- "The large type, simple text and abundance of pictures make it very accessible to younger readers and especially to reluctant readers with an interest in the singer or a homework assignment to read a biography."
- "Although this book is not for everyone, it does have a role in the collection, particularly for reluctant or struggling readers..."
- "FCPL is maintaining a balanced collection by including this title in their juvenile biography section."
- "I read the book with my own 2nd grade daughter, and used it as a teachable moment."

Information and reviews about the book were researched as part of the process. *School Library Journal* gave a favorable review to the biography series that includes this title, calling it "a solid, basic pop-culture set for younger readers." The collection policy of the Fairfax County Public Library states, "The collections for young people are aimed at meeting the diverse recreational, cultural, and informational needs of that segment of the population from infancy through adolescence." It further states, "Materials are evaluated as a whole and not on the basis of a particular section. A work will not be excluded from the Library's collection because it presents an aspect of life honestly or because of frankness of expression."

Tysons-Pimmit Regional Library
7584 Leesburg Pike
Falls Church, VA 22043-2099
703-790-8088 TTY: 703-324-8365 FAX: 703-448-9651
www.fairfaxcounty.gov/library

 Fairfax County Public
Library
We're everywhere you are

This title was selected to meet recreational and informational needs. Our children's biography collections contain books on many different types of people, and while some parents might object to their children's reading about Lady Gaga, others may see it as a good choice. The Library recognizes that "materials which offend, shock or bore one reader maybe considered pleasing, meaningful or significant to another." Be assured that the Library upholds the rights of parents and guardians to guide their own children's reading, and it is gratifying when adults are active in doing this. Our Youth Services Department staff members are available to assist in finding materials that parents and guardians will find acceptable for their children.

Once again, thank you for your interest and support of the Fairfax County Public Library. If you have additional questions about this title or the review process, Ms. Elizabeth Rhodes, Coordinator of Collection Services, will be happy to talk with you. Ms. Rhodes may be reached by email at elizabeth.rhodes@fairfaxcounty.gov and by phone at 703-222-3111.

Best wishes,

Starr E. Smith, Branch Manager
Tysons-Pimmit Regional Library

cc: ✓ Edwin S. Clay, Director, Fairfax County Public Library
Elizabeth Rhodes, Coordinator, Collection Services

Tysons-Pimmit Regional Library

7584 Leesburg Pike

Falls Church, VA 22043-2099

703-790-8088 TTY: 703-324-8365 FAX: 703-448-9651

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Attachment 25

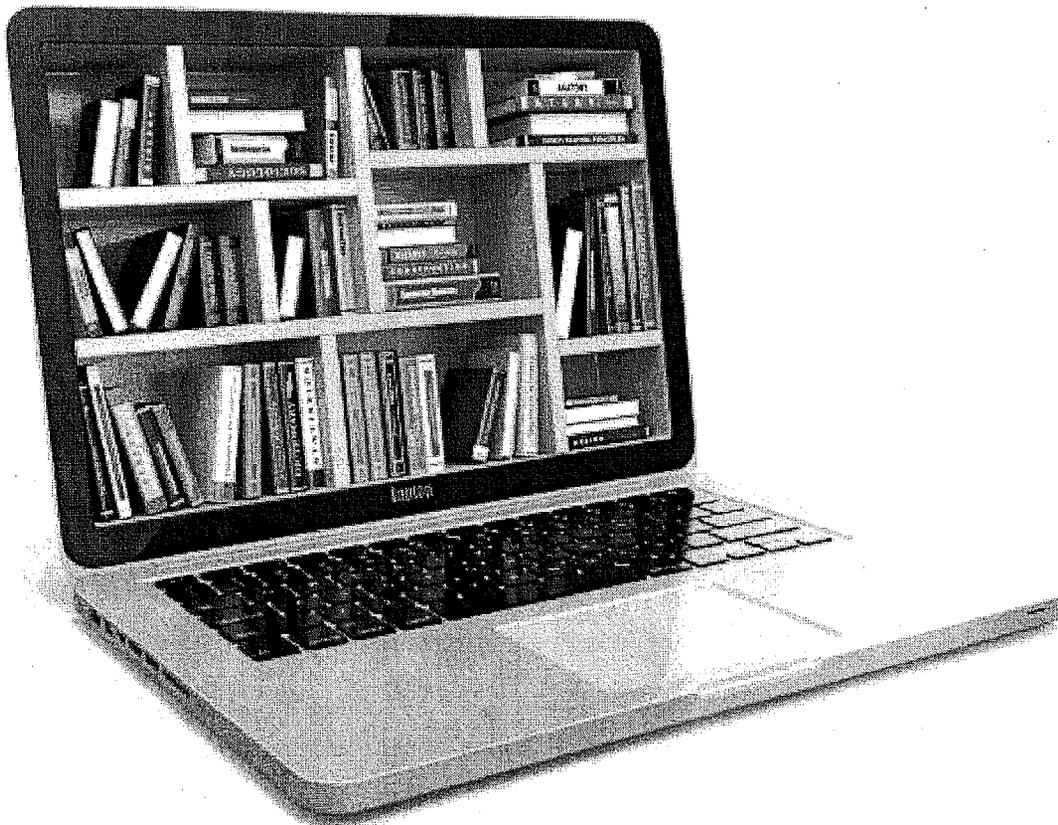


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How Libraries Can Survive In The Digital Age

BY LAUREN C. WILLIAMS JUNE 12, 2014 AT 10:47 AM UPDATED: JUNE 12, 2014 AT 10:48 AM



CREDIT: Shutterstock

Books as we know them are clearly in a state of flux. One in five Americans now read on e-readers or tablet computers, and most things that can be found in a book are little more than a click or touch away online. That trend has been the catalyst behind chain and independent bookstores closing at record pace. To avoid a similar fate, libraries across the country are trying to reinvent themselves and prove the digital revolution

the end of a book-lovers' era.

"I've been hearing about how the Internet is killing libraries. It's not true, it's created other demands," John

85

Books as we know them are clearly in a state of flux. One in five Americans now read on e-readers or tablet computers, and most things that can be found in a book are little more than a click or touch away online. That trend has been the catalyst behind chain and independent bookstores closing at record pace. To avoid a similar fate, libraries across the country are trying to reinvent themselves and prove the digital revolution doesn't mean the end of a book-lovers' era.

"I've been hearing about how the Internet is killing libraries. It's not true, it's created other demands," John Bertot, a library science professor at the University of Maryland in College Park and co-director for the Information Policy and Access Center, told ThinkProgress.

The reality is libraries are having a bit of an identity crisis. They're no longer "just repositories of books and other media, but places where people can experiment and create," Barbara Stripling, president of the American Library Association based in Chicago, told ThinkProgress.

Technology has, in many ways, helped keep libraries afloat. A Pew Research study released earlier this year found that people who use libraries are technophiles, relishing in mobile gadgets, e-readers and heavily Internet users. Ninety percent of highly engaged library goers, called information omnivores, are online daily, with 95 percent owning a cell phone or smartphone and nearly all of them using either e-readers or tablet computers, according to the study.

A fast-evolving digital world has created a dichotomy where there's an increased opportunity to access troves of information but access isn't guaranteed. That's where libraries come in.

About 20 percent of the country doesn't have Internet access at home, work or school, or on mobile devices, according to 2010 Census data. The approximately 60 million of Americans who don't have this access are overwhelmingly minorities and elderly. "If you don't have access to the technology and don't have opportunity to practice, with regular instruction, you don't know how to do important everyday things like analyze and research and find the best car," Stripling said. Instead they grab the top three sites listed on Google or rely on recommendations from friends.

"If you happen to be fortunate enough to have access [to computers and other technologies], and know how use it, you have so much at your finger tips," Bertot said. On the flip side, the skills you need to access that content are different with digital media versus print: "You've gone from basic literacy requirements to needing a whole host of other skills, devices to extract content and do research."

Even though more people are online than ever before thanks to smartphones, that's not the same thing as having access. There's a wealth gap that impacts whether certain populations can even access not just new technologies, but adequately plugged-in libraries. Minorities disproportionately use mobile devices as a primary means to access the Internet. Only 62 percent of African Americans have a broadband Internet connection at home, according to a separate Pew survey.

But while barely over half of African-Americans and Hispanics own smartphones, they're at least 13 percentage points more likely to use it to access the Internet over their white counterparts, Pew found in an Internet use survey in 2010. But you can't do research on a smartphone or easily navigate a government website, Bertot said. And if you're on an Apple device, websites that use Adobe Flash for graphics and video don't work well.

"We know the country will be majority minority in 2020 and all of our communities are changing. We have to be sure that our librarians are diverse, so that those that those who work in the library reflect the community, Stripling said. Some libraries are in large immigrant communities, and many members might have come from countries that don't have libraries. So "instead of expecting them to leave their comfort zone and come to the library but libraries have to go out in the community and open a dialogue," she said.

To cope, libraries are looking to increase their presence through digital services such as an online "Ask A Librarian" function, mobile apps, or kiosks throughout the community that lend out books and movies. Libraries have also started beefing up their tech equipment. Many have installed 3-D printers, micropublishing equipment for book-binding, video equipment as part of makers' centers where people can use equipment to jump start their own business or just create something fun. In Washington, D.C.'s landmark Martin Luther King, Jr. Library, visitors can use the digital commons to access pricey design software suites that could help a recent graduate or unemployed graphics artist tweak their portfolio.

The plethora of new technologies at local libraries also means librarians have to constantly go through training beyond what's taught in library science college programs to keep up. "There's a need for constant re-training because the information world continues to evolve and the technology itself continues to change," Stripling said. "If we're going to help members of the public use e-readers, we have to first [be able to buy] it and then learn to use them."

Technology has shifted public libraries' entire model from the "just-in-case" model, which was predicated on accumulating all this stuff — books, magazines, newspapers, scholarly publications — into a warehouse of information just in case you might need it. And librarians tried to link you to that information, Bertot explained. Now, "it's a 'just-in-time' model; we don't have to have a building full of items. Increasingly, [people] don't have to come to the building," and can access 'the warehouse' via the library website.

But if people don't need to come into the library, why do they still need to exist? "The building is still really important in communities," Bertot said. And he's right.

People who don't go to the library and have never been to one in their life believe they're vital to their communities, Pew found in its [library use report](#). Ninety percent of Americans older than age 16 say closing a library would have an impact on their community. Almost 70 percent of people who have never personally been to a library but know someone who has believe they're essential in promoting literacy, reading and giving everyone a chance to succeed. Another 64 percent say libraries improve communities' quality of life.

The key is transitioning libraries from a refuge of books stacked to the ceiling to an everything for everyone platform that's there when government programs and other efforts fail. "Public libraries have a reputation of being nice to have but not essential to have. The reality is that we have to shift the argument."

Part of the challenge is that "we're terrible at selecting data and demonstrating our value," Bertot said. "We're not like the police department," which can cite statistics that correlate a rise in murders and crime to the number of police on the street, he said. "We can't say 'for every librarian you cut, three kids don't learn to read, we don't have data like that.'"

Libraries took a hit like everyone else during the recession, affected by dried up fund reservoirs from local and state governments grappling with shrinking budgets. "But even as the economy tanked, library use was up," Bertot said. They functioned as bridges, connecting the public to the workforce, health care and, as an extension of the education system.

The unemployed turned to librarians for [job counseling](#), with some using the space as an office. Others took their children to available programs like one teaching kids robotics. Libraries also held workshops to help people understand and sign up for the health exchanges brought on by the

Affordable Care Act, Bertot said. In Baltimore, non-profit program Baltimarket partners with local libraries to help people without access to fresh, healthy foods order groceries online and offers cooking and nutrition classes so they can learn how to prepare meals.

Libraries have a history of being invisible gap-fillers, stepping up when schools or other programs can't because of too few resources, even in natural disasters or other crises. In 2005 during Hurricane Katrina, Louisiana's libraries served as a refuge for citizens displaced by the storm, and let people use computers to contact relatives. They also put U.S. Federal Emergency Management Agency (FEMA) forms on its website and coached residents through the application process. The same thing happened when Hurricane Sandy hit the East Coast in 2012, destroying the New Jersey coastline.

It's hard showing people how integral libraries are to the community and society as a whole. "We're trying to be all things to all people because we don't judge. We don't want to serve one part of the population and not the other. But that's hard to do when you go in front of budget committees," Bertot said. To survive, however, they'll have to capitalize on that.

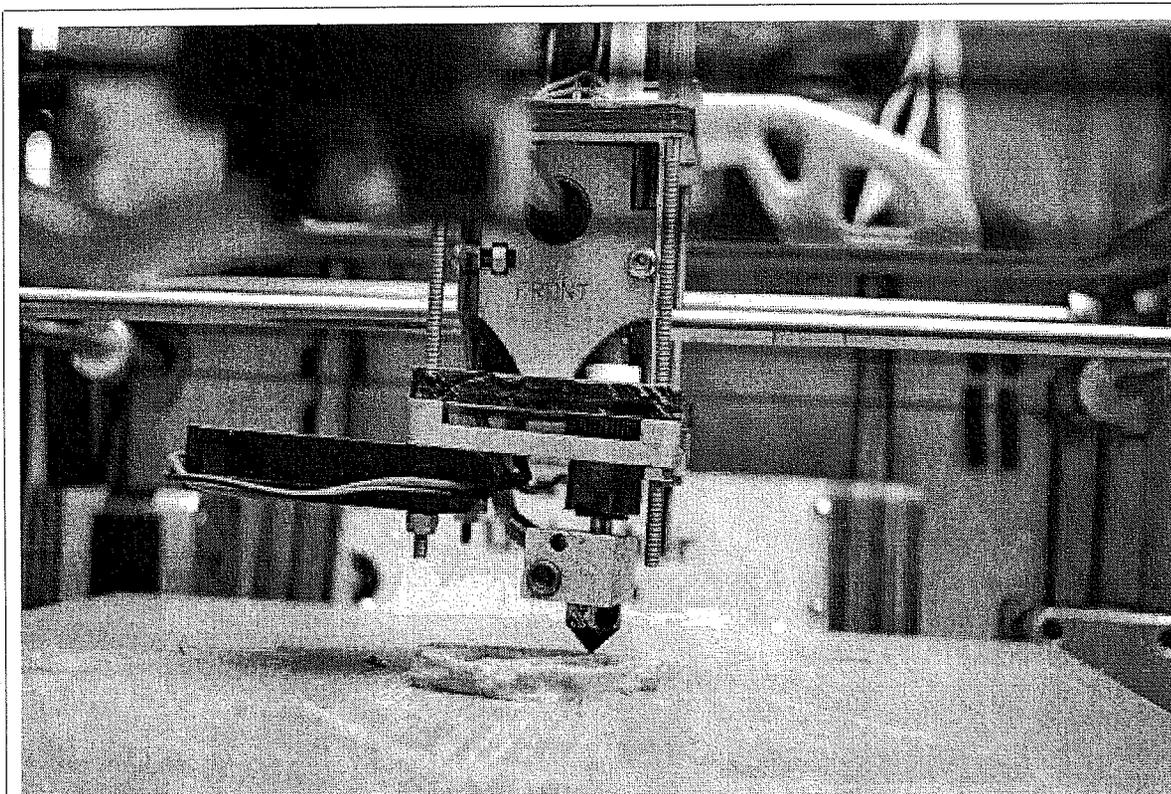
Attachment 26

What Does the Next-Generation School Library Look Like?

Q blogs.kqed.org/mindshift/2014/06/what-does-the-next-generation-school-library-look-like/

Luba Vangelova

At a
time
when
public



3D printers like this one can be found at Monticello High School's new library/WikiCommons

libraries are starting to offer everything from community gardening plots to opportunities to check out humans for conversations, some school libraries are similarly re-evaluating their roles and expanding their offerings.

Case in point: Monticello High School in Charlottesville, Virginia. When librarian Joan Ackroyd arrived there four years ago, she found an environment very different from the “engaging, creative, fun” elementary and middle school libraries to which she was accustomed. “Its library was none of those things,” she recalls. “It was a traditional, quiet research space.”

Ackroyd decided this wasn't optimal. “People no longer have to come to a library to get information,” she says, “so the library has to get people coming in for different reasons. Students need somewhere to socialize, create things and collaborate.”

As her first step, she and her co-librarian at the time (music teacher Dave Glover), converted a storeroom into a technology lab. They salvaged computers destined for the landfill and installed music-authoring software on them.

Teachers balked because the library was no longer quiet, but students liked it, and many at-risk students became frequent visitors. Some even admitted to Ackroyd that the only reason they still came to school was to go to the lab.

When the principal witnessed this new level of engagement, she decided to support a full library renovation, funded by rent collected from a company that used the space every summer. They hired an experienced library consultant and took inspiration from libraries designed for younger patrons. “We have open, flexible scheduling, and let students

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in even when other classes are there," Ackroyd explains. "We also have banked computers that students can use independently, and a circulation desk in a more central area. It's a matter of attitude, to make students feel welcome any time."

"People no longer have to come to a library to get information, so the library has to get people coming in for different reasons."

The book collection was weeded, and shelves were moved to one wall, freeing up space for collaboration and instruction (with glass walls that serve as sound buffers but enable participants to see what's happening in the rest of the library). Rooms that had been used for offices or storage were turned into student areas. The library now also has reading lounge areas with comfortable modular seating, as well as tables with chairs and stools that students are free to move around; two music studios; a HackerSpace (with high-tech equipment such as a microscope, 3D printer, gaming hardware and software, and a green screen for filming) and a Maker Space that also houses a 3D printer and serves as a "hands-on" craft room where old technology can be disassembled and re-configured with other materials. In short, the Monticello Library Media Center has become a "Learning Commons."

"Students work more productively in that kind of environment," Ackroyd says. "It's not an adversarial relationship, with teachers at the front of the room and students at their desks. It makes the teacher's job easier and more pleasant."

"Our library is now more like the workspace of the future," adds Ackroyd's fellow librarian, Ida Mae Craddock, who previously taught English at the school. "Kids who graduate from here will be more productive in those environments."

A New Culture Develops

The new surroundings were also accompanied by a new attitude. "We went from managing students' time to giving them ownership," Ackroyd explains. "They're almost out the door, and they have to be able to manage their time. We are more like an academic library now."

"They need natural consequences," Craddock adds. "What happens when adults don't turn in our work on time? Controlling children that much and then telling them 'goodbye' when they turn 18 doesn't work well."

But it didn't happen overnight — the shift entailed a transition period. "At first they came to the library to experience freedom, but they weren't using it wisely," Ackroyd recalls. "The first year, and even a little bit into the second year, students saw it as a place where they didn't have to be quiet anymore, where they could come and laugh. They weren't studying."

But now, accepting the responsibility that comes with freedom has become ingrained in the school culture, and new students adjust quickly. "You learn behaviors from the people around you," Craddock notes. "They train each other, through social learning."

As a result, parents' worst fears (of "atrophy, a fate worse than death," as Craddock puts it) haven't materialized. "Atrophy is fairly hard to achieve here, because everything is moving," she says, and students are either busy on their own or engaging each other.

Students are free to use phones and other devices. But no first-person shooter games are allowed, and the library uses county Internet filters. Students police each other if they become disruptive to others.

"They know we trust them, and they trust us," Ackroyd says. "We form relationships. We circulate all the time, and try to be welcoming."

A Resource for Teachers

Teachers have come around to embrace the "Learning Commons," holding classes there when they want to conduct lessons that require research, equipment, additional space, personnel or expertise, or that may get messy. "All that

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has migrated down here," Craddock says. "Teachers want to be creative, do interesting things, and engage students. We provide that environment."

Students are free to use the library during study hall, remediation period, or during internship hours (available to juniors and seniors). They can also use the library during lunch (food and drink are allowed). Some students do their internships in the library, for example by staffing the help desk or maintaining the equipment.

The Virginia School Boards Association recognized the library in its "Showcases for Success," and other librarians have visited Monticello High School to inform their own practices. Many are stunned by the statistics: the "Learning Commons" logs more than 33,000 student visits per year outside class time (the school's enrollment is 1,104).

Visitors also ask if it's loud and messy. "Yes, it is," Craddock tells them, "because people are loud and messy. It's not a problem." To accommodate those students who still want quiet, some areas are designated as quiet spaces during certain periods. Students can also use the office for quiet study. Meanwhile, the rest of the "Learning Commons" is buzzing, which suits this new breed of librarians just fine. "It creeps me out when it's quiet in here," Craddock says.

Related

Attachment 27

Pew Research Center

JUNE 30, 2014

7 surprises about libraries in our surveys

BY LEE RAINIE ([HTTP://WWW.PEWRESEARCH.ORG/AUTHOR/LRAINIE/](http://www.pewresearch.org/author/lrainie/))

The Pew Research Center's studies (<http://libraries.pewinternet.org/>) about libraries and where they fit in the lives of their communities and patrons have uncovered some surprising facts about what Americans think of libraries and the way they use them. As librarians around the world are gathered in Las Vegas for the American Library Association's annual conference, here are findings that stand out from our research, our typology of public library engagement (<http://www.pewinternet.org/2014/03/13/library-engagement-typology/>) and the quiz we just released that people can take to see where they compare with our national survey findings: What kind of library user are you? (<http://www.pewinternet.org/quiz/library-typology/>)

1

(<http://libraries.pewinternet.org/2013/12/11/libraries-in-communities/>) Each time we ask about library use, we find that **those ages 65 and older are less likely to have visited a library**

(<http://libraries.pewinternet.org/2013/12/11/libraries-in-communities/>) **in the past 12 months than those under that age.** Equally as interesting is the fact that younger Americans (those ages 16-29) are just as likely to be library users as those who are older.

2

Although 10% of Americans have never used a library, they think libraries are good for their communities. We've identified this group of library users as "Distant

Older Americans Least Likely to Use Libraries

Among Americans ages 16+, the percentage who have...

Ages	Ever visited a public library in person	Visited a library in the past 12 months
16-17	86%	59%
18-29	81	48
30-49	81	52
50-64	82	46
65+	77	39

Source: Pew Research Center's Internet & American Life Library Services Survey of 6,224 Americans ages 16 and older conducted July 18-September 30, 2013. The margin of error for the overall sample is plus or minus 1.4 percentage points. The survey was conducted in English and Spanish and on landline and cell phones.

PEW RESEARCH CENTER

Admirers," (<http://www.pewinternet.org/2014/03/13/non-engagement/>) and they are the majority of the nearly 15% of Americans ages 16 and older who have never been to a library. Despite their lack of personal use of libraries, their positive views of libraries might stem from the fact that 40% of Distant Admirers report that someone else in their household is a library user. About two-thirds of them or more say libraries are important because they promote literacy and reading, that they play an important role in giving everyone a chance to succeed and they improve the quality of life in a community. Finally, 55% say the loss of the local library would be a blow to the community.

3

(<http://www.pewinternet.org/2014/01/16/e-reading-rises-as-device-ownership-jumps/>) **E-book reading is rising but just 4% of Americans**

(<http://www.pewinternet.org/2014/01/16/e-reading-rises-as-device-ownership-jumps/>) are “e-book only” readers. The incidence of e-book reading has been steadily climbing during the course of our libraries research. It now stands at 28% of the population who have ever read an e-book. But this has not really affected the number of those who read printed books. The vast majority of e-book readers also enjoy printed books.

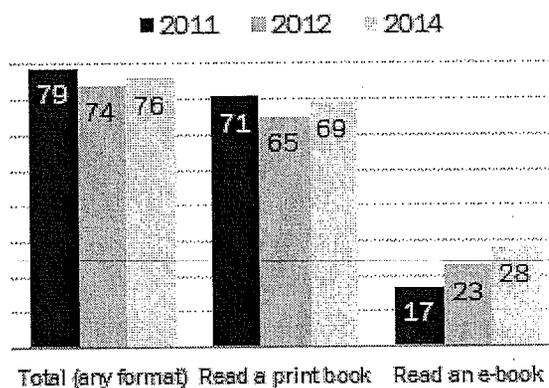
Those who read both e-books and printed books prefer reading in the different formats under different circumstances. One of the reasons many book lovers read in both printed and e-book formats is that they feel each format has its own virtues. In a head-to-head competition, people prefer e-books to printed books when they want speedy access and portability, but print wins out when people are **4** reading to children and sharing books with others. When asked about reading books in bed, the verdict is split: 45% prefer reading e-books in bed, while 43% prefer print.

5

(<http://libraries.pewinternet.org/2012/06/22/part-2-where-people-discover-and-get-their-books/>) One of the big concerns in the publishing industry about selling e-books to libraries is that allowing free access to e-books through libraries might eat into book sales. In fact, Pew Research data show that **those who use libraries are more likely than others to be book buyers and actually prefer to buy books, rather than borrow them.** Among the 78% of Americans 16 years and older who had read a book in the previous year, according to a survey we did in 2011, a majority of print readers (54%) and readers of e-books (61%) said they prefer to purchase their own copies of these books rather than borrow them from somewhere else.

Print Remains Popular, but E-Reading on the Rise

Among American adults 18 and older, the % who read at least one book (in total, in print, or as an e-book) in the past year



Source: Pew Research Center's Internet Project Omnibus Survey, January 2-5, 2014, N=1006 American adults ages 18 and older. Interviews were conducted on landlines and cell phones, in English and Spanish.

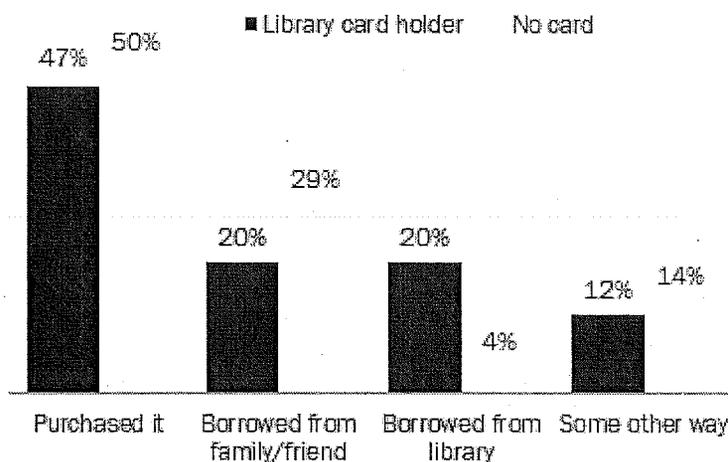
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6 One of the foundational principles of librarians is supporting the privacy of patrons. Librarians have long resisted keeping or sharing records of the book-borrowing or computer-using activities of their patrons. However, in the age of book-recommendation practices on all kinds of websites, **many patrons are comfortable with the idea of getting recommendations from librarians based on their previous book-reading habits.** In a 2012 survey

Borrowing vs. Buying Books

Among Americans ages 16+ who read a book in the past 12 months, the percentage who got their most recent book from each source



Pew Research Center's Internet & American Life Reading Habits Survey of 2,588 people ages 16 and older conducted November 18-December 21, 2011. The survey was conducted in English and Spanish and on landline and cell phones. N for people who read a book in any format in the past 12 months=2,474.

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(<http://libraries.pewinternet.org/2013/01/22/part-4-what-people-want-from-their-libraries/>), 64% of respondents said they would be interested in personalized online accounts that provide customized recommendations for books based on their past library activity. Some 29% said they would be “very likely” to use a service if it were made available by their library.

7 Many librarians are struggling to figure out how to think about their book collections in the digital age. The responses in a 2013 survey was the most divided verdict we got in the range of changes in the library world that we probed. **Some 20% of respondents said libraries should “definitely” make changes with the ways they arrange their books**, such as moving some print books and stacks out of public locations to free up more space for tech centers, reading rooms and cultural events, according to our 2013 survey. However, **36% said libraries should “definitely not” make those changes and 39% said libraries should “maybe” consider moving some books and stacks.**



Lee Rainie (<http://www.pewresearch.org/author/lrainie/>) is Director of the Pew Research Center's Internet & American Life Project.

POSTS | EMAIL | BIO | @LRAINIE

Attachment 28

PewResearch Internet Project

MARCH 13, 2014

From Distant Admirers to Library Lovers—and beyond

A typology of public library engagement in America

BY KATHRYN ZICKUHR ([HTTP://WWW.PEWINTERNET.ORG/AUTHOR/KZICKUHR/](http://www.pewinternet.org/author/kzickuhr/)), KRISTEN PURCELL ([HTTP://WWW.PEWINTERNET.ORG/AUTHOR/KPURCELL/](http://www.pewinternet.org/author/kpurcell/)) AND LEE RAINIE ([HTTP://WWW.PEWINTERNET.ORG/AUTHOR/LRAINIE/](http://www.pewinternet.org/author/lrainie/))

Introduction

The digital era has brought profound challenges and opportunities to countless institutions and industries, from universities to newspapers to the music industry, in ways both large and small. Institutions that were previously identified with printed material—and its attendant properties of being expensive, scarce, and obscure—are now considering how to take on new roles as purveyors of information, connections, and entertainment, using the latest formats and technologies.

The impact of digital technologies on public libraries is particularly interesting because libraries serve so many people (about half of all Americans ages 16 and older used a public library in some form in the past year, as of September 2013) and correspondingly try to meet a wide variety of needs.¹ This is also what makes the task of public libraries—as well as governments, news organizations, religious groups, schools, and any other institution that is trying to reach a wide swath of the American public—so challenging: They are trying to respond to new technologies while maintaining older strategies of knowledge dissemination.

In recent years, public libraries have continued to add new technologies and formats to their holdings, with the goal of providing patrons resources in whatever form they prefer. Many libraries have also expanded into community centers, serving as unique gathering places in their towns and cities. Today, they offer many events and services, and are experimenting with providing the next generation of “expensive and scarce” resources, from 3-D printers to recording studios (<http://libraries.pewinternet.org/2013/01/29/innovative-library-services-in-the-wild/>).

Work by the Pew Research Center has shown that print books are still central to Americans' library use (<http://libraries.pewinternet.org/2013/01/22/part-2-what-people-do-at-libraries-and-library-websites/>), just as they remain central in Americans' overall reading habits. In fact, though more Americans than ever are reading e-books (28% of adults ages 18 and older (<http://www.pewinternet.org/2014/01/16/e-reading-rises-as-device-ownership-jumps/>), as of January 2014), few have abandoned print entirely; just 4% of readers read e-books exclusively. Still, many Americans say they would be interested in exploring a range of

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technological services at public libraries (<http://libraries.pewinternet.org/2013/01/22/part-4-what-people-want-from-their-libraries/>), from personalized reading recommendations and online “Ask a Librarian” services to media kiosks and mobile apps.

Libraries loom large in the public imagination, and are generally viewed very positively: 90% of Americans ages 16 and older say that the closing of their local public library would have an impact on their community. This means that many people have a stake in the future of libraries, and as the digital age advances, there is much discussion about where they are headed. To help with that conversation, Pew Research has spent three years charting the present role libraries play in Americans’ lives and communities, in the hopes that this will set the foundation for discussions of what libraries should be in the future. The first stage of our research studied the growing role of e-books, including their impact on Americans’ reading habits (<http://libraries.pewinternet.org/2012/04/04/the-rise-of-e-reading/>) and Americans’ library habits (<http://libraries.pewinternet.org/2012/06/22/libraries-patrons-and-e-books/>). Our second stage explored the full universe of library services (<http://libraries.pewinternet.org/2013/01/22/library-services/>), as well as what library services Americans most value and what they might want from libraries in the future. This typology completes our third and final stage of research, which explores public libraries’ roles (<http://libraries.pewinternet.org/2013/12/11/libraries-in-communities/>) in people’s lives and in American culture writ large—how they are perceived, how they are valued, how people rely on them, and so forth.² All of this research and the underlying data sets are available on our website (<http://libraries.pewinternet.org/>).

1. All references to libraries in this report relate to public libraries in the United States. ←

2. For more information, see our libraries research timeline: <http://libraries.pewinternet.org/about/research-timeline/> ←

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Subject: FW: Flood Response Exercise Yesterday

-----Original Message-----

From: McKernan, David M.

Sent: Friday, June 27, 2014 9:39 AM

To: Hall, Cindy L.

Cc: Clay III, Edwin S.; Katzif, Laura R; Rohrer, Dave

Subject: Flood Response Exercise Yesterday

Cindy,

Thank you so much for assisting the Office of Emergency Management, the Fire and Rescue Department, the Department of Public Works and Environmental Services, and the Police Department as they exercised the evacuation plan for flood prone areas around the Martha Washington Library.

You arrived very early in the morning to ensure we had access to library facilities and were very helpful with anything we needed. As the exercise progressed the exercise conditions became unsafe (it was really a beautiful day). The unified commanders made a decision to move indoors. You were able to provide a spacious meeting room to continue the event.

We hope to never have to use this plan in a real event but we know flooding is a considerable threat. Thank you for your part in helping us to be prepared.

Respectfully,

Dave McKernan

David M. McKernan

Coordinator

Office of Emergency Management

Fairfax County, VA.

571-350-1000 Office

571-350-1003 Direct

david.mckernan@fairfaxcounty.gov

FRIENDS DONATION OVERVIEW
FY 2013 & 2014

Friends Group	FY 2013				FY 2014				Asset Value (June 30, 2014)
	On-Going Book Sale	Donations to FCPL	Donations to the Foundation (cash & in-kind)	TOTAL BY GROUP	On-Going Book Sale	Donations to FCPL	Donations to the Foundation (cash & in-kind)	TOTAL BY GROUP	
Burke Center	\$3,788.77	\$10,084.69	\$8,701.00	\$22,574.46	\$4,124.20	\$6,183.55	\$27,650.00	\$37,957.75	\$78,942.55
Centreville	\$2,867.28	\$19,196.44	\$750.00	\$22,813.72	\$3,461.40	\$15,918.48	\$0.00	\$19,379.88	No Reponse
Chantilly	\$5,410.58	\$13,169.07	\$0.00	\$18,579.65	\$5,293.40	\$15,386.58	\$0.00	\$20,679.98	No Reponse
Dolley Madison	\$8,530.22	\$3,772.40	\$0.00	\$12,302.62	\$7,271.89	\$3,447.26	\$0.00	\$10,719.15	No Reponse
City of Fairfax	\$3,424.84	\$3,511.62	\$5,000.00	\$11,936.46	\$3,381.54	\$32,019.27	\$0.00	\$35,400.81	No Reponse
George Mason	\$0.00	\$68,740.28	\$3,000.00	\$71,740.28	\$0.00	\$54,302.34	\$6,000.00	\$60,302.34	\$575,738.00
Great Falls	\$1,345.22	\$1,303.55	\$0.00	\$2,648.77	\$1,295.87	\$1,743.94	\$0.00	\$3,039.81	No Reponse
Herndon	\$1,423.74	\$1,204.74	\$0.00	\$2,628.48	\$1,120.51	\$588.82	\$0.00	\$1,709.33	\$5,265.53
John Marshall	\$5,659.62	\$2,501.55	\$900.00	\$9,061.17	\$5,299.30	\$3,563.25	\$0.00	\$8,862.55	\$24,203.07
Kings Park	\$3,746.69	\$16,667.05	\$5,000.00	\$25,413.74	\$3,629.98	\$19,132.31	\$13,000.00	\$35,762.29	\$69,512.42
Kingstowne	\$7,437.28	\$5,000.00	\$0.00	\$12,437.28	\$6,580.71	\$7,080.83	\$0.00	\$13,661.54	No Reponse
Lorton	\$2,839.44	\$1,406.62	\$0.00	\$4,246.06	\$2,519.74	\$2,108.17	\$0.00	\$4,627.91	No Reponse
Martha Washington	\$2,257.31	\$2,924.32	\$0.00	\$5,181.63	\$2,493.88	\$640.00	\$0.00	\$3,133.88	\$16,068.96
Oakton	\$2,369.08	\$13,017.45	\$3,000.00	\$18,386.53	\$2,942.19	\$13,894.41	\$2,500.00	\$19,336.60	\$67,593.91
Patrick Henry	\$2,637.08	\$8,435.80	\$0.00	\$11,072.88	\$2,428.02	\$5,211.22	\$0.00	\$7,639.24	No Reponse
Pohick	\$17,707.30	\$16,665.00	\$5,000.00	\$39,372.30	\$18,429.04	\$46,881.80	\$10,000.00	\$75,310.84	No Reponse
Reston	\$4,623.17	\$6,326.42	\$300.00	\$11,249.59	\$3,436.14	\$51,287.81	\$0.00	\$54,723.95	\$55,775.00
Richard Byrd	\$7,643.68	\$11,034.66	\$9,431.37	\$28,109.71	\$4,447.99	\$8,405.14	\$12,824.69	\$25,677.82	No Reponse
Sherwood	\$4,389.36	\$13,529.04	\$2,000.00	\$19,918.40	\$4,938.24	\$9,666.21	\$2,500.00	\$17,104.45	\$91,802.63
Thomas Jefferson	\$1,787.53	\$395.00	\$0.00	\$2,182.53	\$2,082.82	\$1,212.38	\$0.00	\$3,295.20	No Reponse
Tysons	\$0.00	\$6,105.47	\$300.00	\$6,405.47	\$0.00	\$11,190.02	\$500.00	\$11,690.02	\$164,325.32
Woodrow Wilson	\$830.01	\$0.00	\$1,175.00	\$2,005.01	\$55.74	\$0.00	\$300.00	\$355.74	No Reponse
Friends of VR	\$0.00	\$6,687.68	\$500.00	\$7,187.68	\$0.00	\$401.50	\$500.00	\$901.50	No Reponse
TOTALS	\$90,718.20	\$231,678.85	\$45,057.37	\$367,454.42	\$85,232.60	\$310,265.29	\$75,774.69	\$471,272.58	\$1,649,227.39

NOTE: Responses from Friends were requested by 6/30/14. Tysons balance is based on balances as of April 30, 2013 and was provided previous to this request.

Incident Report

June 2014

Branch	Type of Incident	Number of Incidents
CE	Building Emergency	1
	Child Unattended	1
CH	Customer Injured	1
	Building Emergency *	2
FX	Sexual Misconduct	1
	Theft of Personal Property *	2
	Verbal Abuse *	1
GM	Theft of Personal Property *	1
	Sexual Misconduct	1
PO	Customer in Distress *	1
	Customer Injured	1
	Building Emergency *	1
RR	Substance Abuse *	1
SH	Parking Lot *	1
	Building Emergency *	4
	Disruptive Behavior	1
TY	Sexual Misconduct	1
	Vandalism	1
BC	Customer Injured *	1
	Theft of Personal Property	1
	Theft of Library Materials	1
KN	Theft of Library Materials	1
	Customer in Distress	1
	Customer Injured	1
LO	Customer Injured	1
OK	Staff Injured	1
	Customer Complaint	1
RB	Building Emergency	1
	Customer Injured	1
WW	Verbal Abuse	1
Total Incidents June 2014		35
Total Incidents FY2014		247

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

Subject: FW: Change of date, Sept. Friends Forum

-----Original Message-----

From: Smith, Starr
Sent: Tuesday, July 08, 2014 3:34 PM
To: LIB-BRANCH MANAGERS
Cc: LIB-TY-MGMT
Subject: Change of date, Sept. Friends Forum

Dear Branch Managers,

The Friends Forum committee has asked me to inform you of a change of date: the next Forum will be at TY on Sunday, Sept. 14, rather than on 9/21. All Branch Managers are invited to attend. The theme of this Forum is "Building an Advocacy Toolbox : A Conversation Among Friends." Refreshments will be available beginning at 12:30 pm. The opening welcome from the Branch Manager (aka, me!) and the start of the program will take place at approx. 1:00 pm.

Forum facilitators will be David Broder, President of SEIU VA 512 and Janice Kuch, Branch Manager of Access Services. The agenda will feature sharing about advocacy by guests including Supervisor Linda Smyth and representatives from the League of Women Voters of Fairfax County, the Federation of Citizens Associations of Fairfax County, the Fairfax County Government Employees Union, and Organizing for Action.

Thanks,

Starr

cc: TY Management Team

Starr E. Smith, Branch Manager
Tysons-Pimmit Regional Library, Fairfax County Public Library
703-790-4000



County of Fairfax, Virginia

MEMORANDUM

DATE: July 8, 2014

TO: Senior Management Team

FROM: Edward L. Long Jr.
County Executive

SUBJECT: Budget Strategy and Development

Although the FY 2015 Adopted Budget Plan has just been put to print, staff is already turning to analysis and strategy development related to budget formulation for the next several years. Based on a fairly sluggish-economic recovery, complicated by increasing needs in both the Fairfax County Public Schools and County services and programs, and now the revenue shortfalls that the State is experiencing, there is limited flexibility to provide required resources. Both the County and Schools have experienced many consecutive years of slow revenue growth, and program reductions and further cutbacks without significant programmatic impact are unlikely. **As such, the limited revenue growth outlook and pared down budget baseline will challenge our ability to maintain the status quo in service delivery as well as our capacity to confront emerging needs, issues and opportunities.** The County is not alone in facing a limited revenue growth forecast. I have attached an October 2013 article from PM Magazine, a publication of ICMA, which talks about similar challenges facing local governments over the next decade (Attachment A). Nevertheless, significant work is required over the next several months and years to address this budget reality. I have summarized below some general themes and strategies for budget development as well as a description of staff and agency work for each of the next several fiscal years.

- We Must React to the Reductions at the State level in the Short-Term
A State budget has been adopted and a shutdown has been avoided; however, there are significant short term issues posed by the projected revenue deficit at the state. Little information is available about the specifics of any reductions approved to address lower state revenue but clearly these reductions will have some impact on both the County and the School system.
- We Must Budget Within Modest County Revenue Growth
At the current tax rates, General Fund revenues are expected to grow only moderately over the next several years. Investments made in economic development will hopefully shore up some portions of the County economy yet even with this market growth, total County revenue will grow only between 3-4% annually in the near term. Variations will occur from year to year but clearly our current revenue mix will not provide the resources necessary to address all of our spending requirements. As part of our regular budget

development process, staff will be working to analyze and evaluate revenue trends to hone our revenue estimates and provide more predictive information on changing revenue trends. We will also be looking at our current fee rates to determine if increases are warranted.

- We Must Continue Important Investments
During the FY 2015 budget process, the County/Schools Infrastructure Financing Committee presented a series of recommendations about the condition and needs of our public buildings and capital improvements. The Committee validated funding requirements for a wide array of neglected infrastructure funding and recommended the establishment of ongoing funding sources, including year-end balances and new annual funding to address the backlog of renovations and repair work in County and School facilities. Also as part of the FY 2015 process, the Board of Supervisors endorsed the 5 Year Public Safety Staffing Plan which identified required new resources in our police, fire, and other public safety departments and began the multi-year investment in meeting our stormwater requirements. In addition, the FY 2015 budget commits to a multi-year approach to focus our benefit-related resources on adjusting our current corridor methodology to funding retirement costs to ensure adequate funding of County pension funds.

The Board currently has an Employee Compensation Work Group comprised of Board of Supervisors, staff and employee representatives which is reviewing the compensation pay plans for our non-public safety staff and will likely be recommending compensation adjustments broader than those currently included in our FY 2016 forecast.

In addition to these identified investment requirements, we will be reviewing opportunities and needs in other areas of our organization such as human services and Information Technology. These investment challenges must be adequately resourced to support the County's ability to continue high quality service provision. The School system is currently undertaking a strategic planning process and reviewing system investments such as later high school start times and full day Mondays. The budget preparation, discussion, and evaluation must include options to fund investments supported by the Board and the community.

- We Must Focus on Strengthening Reserves
In addition to resourcing essential investments in County and School services, programs, infrastructure and staff, the work ahead will also require tackling some fundamentals of sound financial management, specifically the identification and adequacy of reserves, and the use of one-time money included in the FCPS budget. Work over the next several months will focus on analysis of appropriate reserve and replacement fund requirements noted as a necessity during recent meetings with the bond rating agencies.

One way of strengthening reserves is to use one-time funds available at year end to fund increased reserves rather than using that funding to support ongoing requirements. Although the FY 2015 Fairfax County General Fund budget does not rely on one-time resources, the FCPS budget still includes a large one-time funding component which will

complicate their decisions on FY 2016 budget development. A significant portion of any new funding available to the Schools will need to be used to replace the one-time funding used in the FY 2015 budget to support ongoing requirements. More importantly, the use of one-time funds to support recurring expenses must be curtailed and eliminated.

- We Must Review County and School Services and Programs and Prioritize Any Reductions in County and School Services and Programs.

It has been a number of years since we completed a programmatic review of County costs and resources. A comprehensive Lines of Business review of all County services provides the Board and community with valuable information regarding our services including information on costs, customers, constraints, outcomes, and performance measures. Information and analysis from a programmatic approach to the budget will assist in the prioritization of County services and provide a framework for the development of longer term budgeting decisions. The work of analyzing and evaluating service quality and effectiveness must also engage our residents, customers, and workforce.

As a result of these budget themes, I am directing the following strategies and actions to provide the Board with the information necessary to evaluate spending requirements and resources over the next several months and years:

FY 2014: With the fiscal year over, year-end closing procedures are in place to complete financial and procurement processing and to record transactions appropriately. In addition, the Carryover Review and Annual Financial report will present and explain FY 2014 revenues and expenditures. It is anticipated that FY 2014 Year-End will result in a balance primarily as a result of lower agency expenditures and savings from managed position vacancies.

Strategy: Retain savings to offset potential revenue losses as a result of State budget changes or lower performing economy.

Analyze revenue and expenditure actuals to determine if FY 2015 changes are necessary.

Actions: **As a result, very little unencumbered carryover or other budget adjustments are anticipated to be included in the FY 2014 Carryover Review.** Carryover balances not anticipated to be necessary for critical, high priority items will be held in reserve to offset potential budget shortfalls resulting from the state budget difficulties, revenue shortfalls anticipated in other categories, to support the creation of an infrastructure replacement sinking fund per Board adopted guidelines, or to bolster our long-term reserves. In addition, agencies will be required to review and evaluate encumbered carryover to make sure encumbrances have been minimized and only those critical encumbrances are carried forward.

FY 2015: The most recent revenue estimates for FY 2015 are already indicating revenue will be slightly below the FY 2015 adopted estimates based on year-to-date trends in FY 2014 and our econometric modeling. In addition, the recently announced revenue shortfall at the state level of approximately \$1.6 billion is anticipated to impact the availability of state funding in FY 2015 and FY 2016 as the General Assembly considers what reductions are necessary to address this shortfall. These reductions will likely impact Fairfax County in the form of reduced revenue or County residents in the form of reduced programs and services.

Strategy: Identify potential revenue shortfall based on most up-to-date information including available information regarding state resources which will likely be impacted by the state budget reductions.

Evaluate savings opportunities in FY 2015 by agency which can be identified and held in reserve to offset potential revenue loss during FY 2015.

Actions: Each General Fund and General Fund supported agency will identify savings opportunities of approximately 1%. Your budget analyst will contact you very soon with a target for savings. **Savings opportunities should avoid significant program or service reductions but can be identified through savings based on position management, reduction in supplies, contracts or operating expenses or deferral of capital equipment purchases.** Each agency will complete Attachment B for submission by September 1. It is anticipated that once these savings opportunities are reviewed they will be held within your agency to address short-term requirements such as state or other revenue loss and will be taken at the *FY 2015 Third Quarter Review* as necessary.

FY 2016: As presented in the multi-year budget adopted by the Board of Supervisors, the FY 2016 budget plan projects a shortfall of approximately \$37 million. It is important to note that this is based on current revenue estimates and does not yet include assumptions of less state revenue that is now being forecasted. The FY 2016 plan also includes a 3% increase projected for the School Operating Transfer. In addition, the FY 2016 forecast has not incorporated final cost requirements associated with the work currently being conducted by the Employee/Board of Supervisors Compensation Working Group. In order to address this shortfall and other funding requirements, reductions must be considered.

Strategy: Identify programmatic reductions by agency.

With input from County employees, evaluate cost savings opportunities and efficiency measures by agency that will reduce costs without reductions in County service levels.

Review current and historic budget spending for opportunities to reduce budgeted resources based on actual costs of services.

Include a transparent evaluation of the merits and impacts and priorities of each reduction recommendation.

Actions: The approach identifying reductions to the FY 2016 planned budget will involve 3 separate but related activities. **First**, agencies will be asked to identify programmatic reductions resulting in savings of 3% of the annual General Fund budget. These reduction options will include information on savings, potential position eliminations and impact of service reductions on the County and community. It is anticipated that identification, prioritization, and evaluation of these programmatic reductions will be completed by agency leadership with input from agency staff. This list of programmatic reductions may include reductions that have previously been considered. The justification of why these previously considered reductions are again proposed for elimination needs to be very clear. Please make sure you work with your Deputy County Executive in identifying reductions. Programmatic reductions must be prioritized within each department and then by Deputy Area and ultimately Countywide. Attachment C provides the forms necessary to submit these reductions with your annual budget submission. **Second**, each agency will constitute a small team of employees at varying levels within the agency to identify cost savings or efficiency measures which can save money. Programmatic impacts are not necessarily projected as a result of these suggestions. A savings target for this work is not defined, however it is anticipated that every agency will have some level of savings in this category. See Attachment D for more information on submitting and quantifying these suggestions. **Third and finally**, staff from the Department of Management and Budget will be reviewing centrally managed or budgeted accounts, including personnel services and fringe benefits, to determine if reductions in budgeted funds are appropriate based on prior year spending and variances.

FY 2017: The FY 2016/FY 2017 Multi-Year Budget will be developed this Fall. The process of developing this budget will include revenue projections and spending requirements. These projections will be impacted by the reductions proposals being considered for FY 2016. In order to ensure a comprehensive dialogue in the community and for the newly elected Board to use in evaluating upcoming budget recommendations, an update of the Countywide review of programs and an emphasis on program evaluations will be undertaken.

Strategy: A programmatic review and evaluation of all County services will provide the framework for analysis on the effectiveness of each County program as well as how closely services impact Board goals and priorities.

Action: Beginning later this year, agencies will begin working on a new Lines of Business Review and Evaluation. During the summer of 2014, specific instructions will be distributed outlining the process. During the fourth quarter of 2014 agencies will meet both internally and with their Deputy County Executive and Budget staff to ensure that the preliminary list of programs and performance elements of the review are consistent and meet the objectives of this review. Using the FY 2016

Senior Management Team
Budget Strategy and Development
July 8, 2014
Page 6 of 6

budget, once adopted in April 2015, as the basis for the funding levels for each program, each agency will complete a Lines of Business Review and Evaluation of each of their programs and services by early Fall 2015. This information will include program resources, customers, outcomes, unit costs, performance measures, and challenges/constraints. Each program will include evaluative data that provides the cost of service and outcomes. This information will be presented by agencies at a series of budget meetings to be scheduled during the first quarter of 2016, for review by the new Board. **Unlike previous Lines of Business exercises, this review must focus on performance measures to include efficiencies and outcomes. Benchmarking measures of similar jurisdictions will also be required and emphasized.**

To address the budget challenges that are before us will require a total Team Fairfax effort. I strongly encourage you to engage and utilize the employees in your agency. Our employees are our greatest asset and strength.

Community engagement is also critical and we will make sure we reach out for feedback and comment at the appropriate time.

There is no doubt that our budget difficulties are challenging. However, I have every confidence that we will undertake this challenge enthusiastically and develop a sustainable plan that will position the County for many years to come. I look forward to working with everyone and I appreciate your efforts.

Attachments

cc: Board of Supervisors

ICMA Publications / PM Magazine / Archives

OCTOBER 2013 · VOLUME 95 · NUMBER 9

COVER STORY

Embracing the "Decade of Local Government" - How to Face Challenges and Seize Opportunities

By Jon Johnson, Chris Fabian, and Cheryl Hilvert

The next 10 years will most likely be a defining period for local governments, including your own. In a June 27, 2012, *Governing* magazine article, ICMA Executive Director Bob O'Neill declared this time as "the next decade [for local government] will be a time in which the fiscal woes of federal and state governments will leave local and regional governments on their own, struggling to balance the need for innovation against the necessity of making tough choices.

"It will also be a decade in which local government will lead the way in developing creative solutions to extraordinary problems. There are a number of reasons to be optimistic about this coming decade of local government."

Even op-ed columnist David Brooks published an editorial in the June 6 *New York Times* entitled "The Power Inversion," in which he echoes O'Neill's observations. Brooks writes, "Washington paralysis is already leading to a power inversion. As the federal government becomes less energetic, city governments become more so."

Notwithstanding all the extraordinary opportunities ahead, there are also extraordinary challenges that will need to be confronted by all who serve as local government leaders. In a substantial number of communities, the scarcity of available resources is painfully apparent and has visibly impacted managers' ability not only to preserve and maintain the status quo but also to tackle emerging issues and address the day-to-day needs of residents, businesses, and visitors.

This scarcity can only be made worse by the problems plaguing federal and state agencies that now might be landing at local government's doorstep.

A NEW ENVIRONMENT

The recession may officially be over according to economists, but unlike the normal ebb and flow of the past, the picture is dramatically different than anything managers have experienced during other

economic cycles. Local governments are realizing that they will not simply return to the status quo that existed before the recession.

Managers are coming to grips with an environment in which:

- Revenues will at best remain flat or continue to decline.
- Costs associated with energy, fuel, health care, and basic supplies will continue to grow.
- Taxpayers can't afford to pay more because of the recession's impact on their own personal finances.

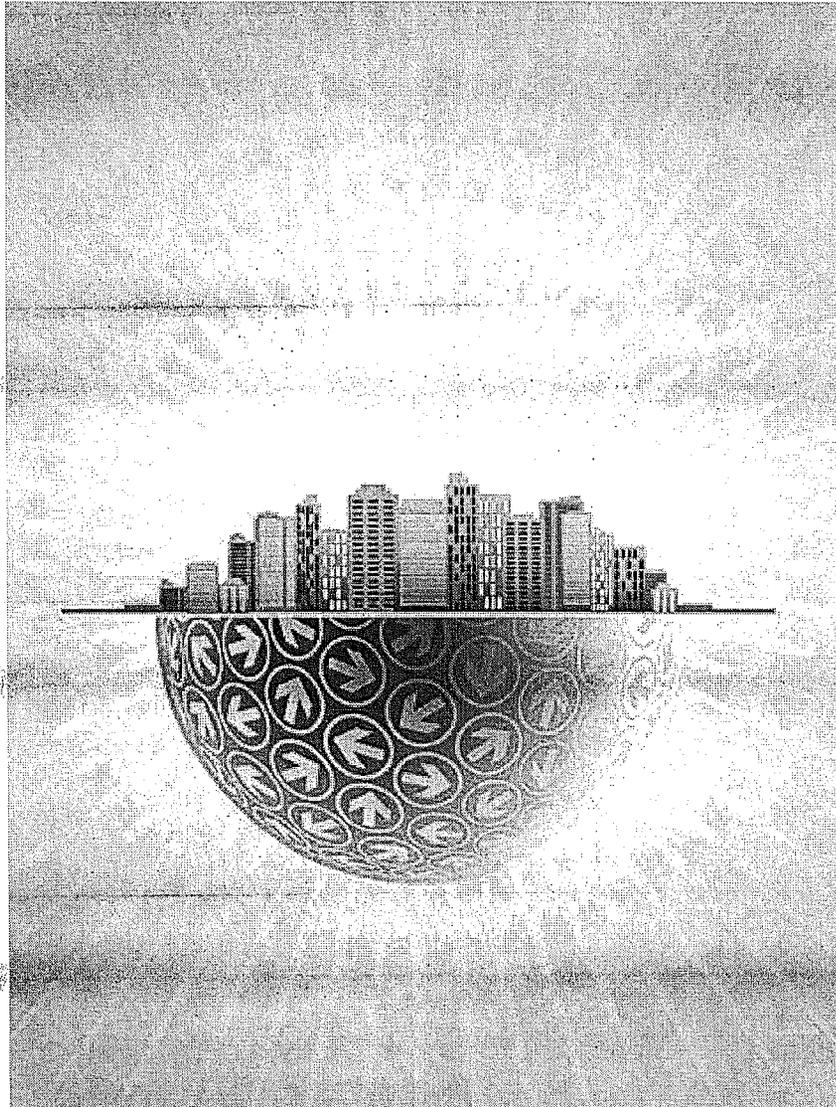
Taxpayers are perhaps expecting local government to provide even more support in meeting their social, physical, environmental, and economic needs, especially with the declining assistance in these same areas from federal and/or state sources.

How does local government seize this incredible opportunity, embracing O'Neill's decade of local government, but still continue to offer the important, even vital, services required by communities in a responsive and timely fashion?

What can managers do to successfully navigate these challenging waters so that their communities become better, stronger, and more relevant than ever before?

Let's consider a completely different perspective. In order to achieve success and accept the challenges that are ahead, we must see more clearly how to manage, use, and optimize resources in a much different way than has been done in the past. This new environment demands a new vision of the future.

For managers, resources can appear to be scarce because of our tightly clenched grasp on some commonly held assumptions from which they need to break free. Perhaps there is a different way to see things.



FISCAL TRANSPARENCY

First and foremost, local governments must be clear and transparent about what truly is their picture of fiscal health. Communicating that picture simply, clearly, and understandably without volumes of numbers, spreadsheets, tables, and an endless series of charts is frankly a challenge that has plagued managers for years. If managers are going to be able to demonstrate financial reality internally to elected officials and staff, and externally to residents, they have to find better ways to make fiscal situations understandable and transparent to everyone.

Finding creative, clear, and nontechnical ways to demonstrate what the next five to 10 years might look like is a must if people are going to address fiscal concerns. All too often, local governments are unable to make sound, timely decisions regarding investing in new resources, starting new programs, or initiating major capital projects because elected officials, local government managers, and staff members are paralyzed by the uncertainty of whether they actually have enough money to appropriate for these purposes. Developing a long-term financial forecast is key to gaining a better understanding of what the future might hold.

Differentiating between *one-time* and *ongoing* revenues and expenditures to clearly understand how finances are aligned and where they might be out of alignment is a critical element in eliminating this uncertainty. Managers understand this principle but rarely make a concerted effort to be deliberate about depicting this separation in financial forecasts or budget documents. The need for this separation is understood but without actually "seeing it," managers may not be aware of its impact on the ability to manage and maximize resources. Not clearly separating the picture into these two revenue categories may obscure some serious looming fiscal problems.

How many officials, for example, have approved a capital project without considering the implications of the associated ongoing costs? Newly constructed public facilities have sat vacant because of a failure to separately identify and depict the impact of ongoing operational costs.

Prepare for a Better Future

This list can help managers outline what local governments are able to do to fiscally survive and also take advantage of future opportunities.

- Provide a clear, transparent, and easily understood single picture of your community's financial position.
- Develop a multi-year financial forecast that demonstrates clearly a projected financial position for the next five to 10 years.
- Be intentional about differentiating between one-time and ongoing revenues and expenditures.
- Ensure spending is within your community's means by first asking the question "How much do we have?" rather than "How much do we need?"
- Devote more time to revenue analysis and understanding what factors truly drive individual revenue streams.
- Ensure projected budget amounts are more aligned with actual anticipated revenues and expenditures.
- Analyze and explain all budget-to-actual variances, eliminating those variances that continue to reoccur year after year.
- Prepare and maintain a comprehensive program inventory that lists everything the organization provides and indicates the estimated cost associated with those programs or services.
- Maintain fund balance reserves even when times are tight.
- Prioritize programs and services to identify which ones offer the highest relevance to the results the community expects to achieve and which are of lesser importance to the community.

Adhering to this philosophy of differentiating between one-time and ongoing revenues and expenditures also helps ensure that an organization "*spends within its means*." This concept is not just about balancing the budget but allows managers to be clear that ongoing operational expenses are funded through ongoing revenue streams. Using such one-time monies as fund balance or grants to support ongoing operations is an unsustainable practice. "How much do you need?" Isn't this the question that leads off most local government budget discussions? It's certainly a far easier question to answer, but shouldn't the conversation begin with the more difficult and oftentimes nebulous question of "How much do we have?"

Devoting more time to revenue analysis is a critical element in gaining a clearer understanding of 1) what factors truly drive our individual revenue streams; 2) how to develop more meaningful and accurate multiyear forecasts, and, most important; 3) how much is actually available to spend. If managers have more clarity about what factors might impact revenue sources, they can improve their ability to foresee those changes before they happen and react to them before they arrive on the doorstep. By taking a more diagnostic approach, it isn't terribly difficult to determine where revenues specifically come from and assess what internal or external forces might cause them to grow and shrink.

PRECISE PROJECTIONS

Exercising care in ensuring that budgets are more closely aligned to actual spending plans is another essential element in optimizing our resources. In the "*decade of local government*," can managers afford to appropriate resources in the budget when they really never intend to spend those dollars?

Inflated budgets in a time of flat or declining revenues could lead to making decisions about staff reductions, program eliminations, and reductions in levels of service to residents that would not be required if budget dollars were more closely aligned with actual, anticipated expenditures. Budget to actual variances—the difference between what was anticipated in the budget plan and what actually occurred—must be analyzed and understood if managers are to truly manage resources in a responsible manner and dispel the perception that our budgets are riddled with fluff and fat.

It's imperative that there is more precision in expenditure projections—especially related to salary and benefit costs—as contrasted to budgeting for contingencies that have a slim chance of occurring or to provide a massive safety cushion.

In addition, just as important as having a revenue manual is the development of a program inventory. While managers do a great job of establishing an organizational structure that identifies departments responsible for delivering services, they don't always articulate well what services departments actually provide. Do most residents really know what the public works department does? By taking the time to clearly list everything that is done at a program and service level, local governments can achieve true transparency and residents can gain a better understanding of exactly what a local government does for them.

Determining the estimated costs and required number of full-time employees necessary to provide these programs just adds to the transparency. Imagine providing a list of all the programs that are offered along with their costs as part of a budget book. Cincinnati, Ohio, included in its budget document a complete listing of all of its programs and their associated costs to offer residents a clearer understanding of exactly how tax dollars were used.

For the first time, residents (and elected officials) had a more transparent understanding of everything the city provided. According to the budget director, the city received accolades for this level of transparency.

It's also important to avoid focusing on the financial picture one year at a time. This approach creates tunnel vision and prevents people from seeing how the choices made today can compromise long-range plans or worse yet, endanger long-term financial sustainability. Keeping a focus on the future and seeing what lies ahead might cause us to pause and actually make a different choice.

Finally, even when times are tight, a local government needs to maintain reserve funds to ensure it can maintain services during emergency situations, whether of an economic, a natural, or a man-made origin. Too often, the temptation is to spend down these important reserves to avoid making spending reductions. It is critical to an organization's fiscal health that reserves are established through a written policy and then monitored to ensure those reserve balances are maintained.

PINPOINTING PRIORITIES

With a clearer, more transparent picture of an organization's fiscal health, a manager is better equipped to address fiscal realities and seize opportunities to better serve a community's needs. But what do you do when those ongoing revenues are not sufficient to support the ongoing costs of the programs needed and desired by residents, businesses, and visitors?

It becomes imperative that there is a way to establish priorities and be able to divest an organization of programs and services that are of a lower priority. In order to do this, you first have to answer the question, "What are we in business to do?" "What are the results or outcomes expected by community members?"

When evaluating priorities, it is critical that an internal examination is conducted at a program or service level rather than try to identify which department is more of a priority than another department. Most governments offer hundreds of services.

Prioritizing services will help focus decisions on eliminating those services that are not as important in terms of achieving results as are other programs. This will help avoid across-the-board cuts that can make managers mediocre at delivery rather than excelling at delivering programs that are clearly of a higher priority.

In your personal finances, for example, would you cut all of your household expenses by 10 percent across the board or would you eliminate things like movie rentals and dining out in favor of paying your full mortgage and entire array of utility bills? With a clear understanding of what local governments "do" (the programs they offer) and what they are in business "to do" (the results a community wants a manager to achieve), it becomes easier to prioritize services and determine those that are highly important to the community and what are of lesser importance.

With this information, it becomes even clearer where lower levels of services can be explored, when to develop partnerships with the public or private sector, and even eliminate less relevant programs.

A BETTER FUTURE

The opportunity is at hand for local governments to truly be the leaders on which people depend. In Peter Diamandis' book *Abundance: The Future Is Better than You Think*, the author promotes an idea that is imperative for our time—the idea that scarcity can be contextual. It may be true that certain resources are scarce, or it may be that they're simply inaccessible.

Writes Diamandis: "Imagine a giant orange tree packed with fruit. If I pluck all the oranges from the lower branches, I am effectively out of accessible fruit. From my limited perspective, oranges are now scarce. But once someone invents a piece of technology called a ladder, I've suddenly got new reach. Problem solved. Technology is a resource-liberating mechanism. It can make the once scarce the now abundant."

People and money are among the resources that appear to be scarce for local governments these days. There isn't enough money to maintain services, and there aren't enough people to do the work. Tax increases are floated because inherently managers feel that more is needed to do the job.

But what if they actually had all the resources really needed? What if scarcity issues were merely contextual? What if managers discovered there were sufficient resources available to build successful communities?

Is it possible that human and financial resources (people and money) are literally tied up in providing services that may be of lesser priority to communities or in offering services that other service providers—both public and private—are willing and able to provide?

Through the lens of fiscal health and wellness, managers are finding ways to challenge assumptions on the approaches to resource allocation and budgeting. They are seeing more clearly the picture of fiscal health and recognizing the difference between the ongoing and one-time sides of the world.

They are truly addressing variances between budgets and actual spending patterns. They are clear about the programs they offer and how much those programs cost. And finally, they are prioritizing their resources and reallocating them to new and extremely important programs and initiatives. The "decade of local government" requires it.

ENDNOTE

Governing, June 27, 2012.

Jon Johnson and Chris Fabian are cofounders, Center for Priority Based Budgeting, Denver, Colorado (jjohnson@pbbcenter.org; cfabian@pbbcenter.org). Cheryl Hilvert is director, Center of Management Strategies, ICMA; Washington, D.C. (chilvert@icma.org).

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International City/County Management Association
777 North Capitol Street NE, Suite 500
Washington, DC 20002-4201
800-745-8780/202-962-3680 | fax 202-962-3500



FY 2015 BUDGET REDUCTIONS

Agencies are required to complete the reduction impact template below for any prospective FY 2015 budget reductions based on the target of approximately 1% provided to agencies by their DMB analyst. Separate templates should be completed for each unique reduction and be submitted with your annual budget submission to DMB. Savings opportunities should avoid significant program or service reductions, but can be identified through savings based on position management; reduction in supplies, contracts, or operating expenses; or deferral of capital equipment purchases.

FY 2015 Reduction Impact Template and Instructions

FUND/AGENCY NAME	
Title of Reduction	
Anticipated Savings:	\$XXX,XXX
DESCRIPTION	
Briefly describe the proposed reduction, including a short description of the impact.	

FY 2016 PROGRAMMATIC REDUCTIONS

Agencies are required to complete the reduction impact template below for any prospective FY 2016 budget reductions based on the target provided to agencies by their DMB analyst. Separate templates should be completed for each unique reduction and be submitted with your annual budget submission to DMB. Reductions should be programmatic in nature and should be recurring. Positions proposed for reduction should be identified as either vacant or filled, and any proposed position reductions that may have RIF (Reduction in Force) implications should be identified in the impact statement. In addition, if an agency wishes to propose a revenue option as an alternative to one of its proposed reductions, this should be addressed in the memorandum.

FY 2016 Budget Reduction Impact Template and Instructions

FUND/AGENCY NAME					
Title of Program Reduction					
Expenditures	Revenue	Net Reduction	Vacant Positions	Filled Positions	Total Positions
\$XXX,XXX	\$XXX,XXX	\$XXX,XXX	0 / 0.0 FTE	0 / 0.0 FTE	0 / 0.0 FTE
Has this reduction been proposed in prior years? <input type="checkbox"/>					
If applicable, explain why this reduction is being proposed again if not taken in prior years.					
IMPACTED PROGRAM/SERVICE					
Please provide the name of the program or service impacted by the reduction.					
DESCRIPTION OF REDUCTION					
Briefly describe your reduction. If proposing position reductions, please note the total positions currently performing the function (i.e. of the 5 positions performing this function, 2 are proposed for elimination). If applicable, provide position numbers and job titles, if known.					
IMPACT OF REDUCTION					
Describe the specific impact that the proposed reduction will have on your customers (internal and external) or residents. "This reduction impacts..." <u>Please provide at least four quantitative measures</u> (specific numbers, counts, or percentages) which detail the impact of this reduction using appropriate performance measurement data or other metrics to illustrate the impact. For example:					
<ul style="list-style-type: none"> ▪ Wait times will be increased from x to y ▪ Delays will be increased by x ▪ Customer satisfaction will be reduced by x ▪ Number of customers served will be reduced from x to y ▪ x% of customers will be impacted 					

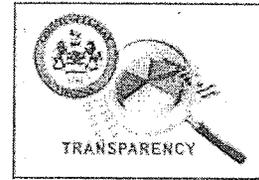
FY 2016 COST SAVING REDUCTIONS

Agencies are required to complete the reduction impact template below for any cost saving or efficiency measures identified by a small team of agency employees. Separate templates should be completed for each unique reduction and be submitted with your annual budget submission to DMB. Reductions are not expected to be programmatic in nature, but should be recurring.

FY 2016 Cost Saving Reduction Impact Template and Instructions

FUND/AGENCY NAME	
Title of Cost Savings/Efficiency Measure	
Anticipated Savings:	\$XXX,XXX
DESCRIPTION	
Briefly describe the proposed cost saving idea.	

Fairfax County Financial Transparency Portal



www.fairfaxcounty.gov/transparency

- Allows for public viewing of budget data, expenditure data and specific vendor payments for the current fiscal year-to-date. This interactive tool was developed and is used by both the Fairfax County government and the Fairfax County Public Schools;
- The tool is part of a larger Fairfax County initiative to provide financial transparency to the citizenry;
- County-wide experience that was implemented by the Department of Information Technology the County's FBSG (the financial software support group), the Department of Management and Budget, the Office of Public Affairs, the Fairfax County Public Schools and the Department of Finance;
- Data is based on the county-wide classification system. This system is somewhat generic and is based on a structure that is relative to all County agencies, i.e., the description of the line item, etc.
 - A. All County agencies use the FOCUS (Fairfax County Unified System) software for financial transactions and is the data source for the portal;
 - B. The classification structure, a series of funds, fund centers, and accounts was established by the FBSG (the financial software support group) prior to implementation. The naming conventions for these accounts are not necessarily identified in a more common, agency-specific vernacular.
- Individual agencies do not have the capability to change the view or the specific information that is provided through the portal;
- The citizenry views the data at a high level of detail and is unable to "drill-down" to very specific details of the fiscal plan, i.e., expenditures are shown in groups of expenditures versus specific line items.

Expenditures by Line Item
OPERATING EXPENSES

Line Item	Expenditures Year-to-Date
ASSIGNED AGENCY VEHICLES	\$151.93
BUILDING MATERIALS AND SUPPLIES	\$17,206.21
COMMUNICATIONS AND MEDIA RELATED SERVICES	\$218,912.44
COMPUTER ACCESSORIES AND SUPPLIES	\$12,033.35
COMPUTER EQUIPMENT	\$12,459.11
COMPUTER SERVICES	\$47,054.43
CREDIT CARD EXPENDITURES	\$125,852.17
DEPARTMENTAL AWARDS	\$7,063.73
DOCUMENT SERVICES COPYING CHARGES	\$119,024.82
DOCUMENT SERVICES MICROFILM CHARGES	\$30,333.88
DOCUMENT SERVICES PHOTOCOPY/SETTING CHARGES	\$0.00
DOCUMENT SERVICES PRINTING AND BINDING CHARGES	\$28,974.27
FIRE EXTINGUISHER MAINTENANCE AND REPAIR	\$122.00
FUEL	\$24.02
LIBRARY EQUIPMENT AND SUPPLIES	\$13,226.47
MANAGEMENT/PROFESSIONAL TRAINING	\$6.00
MEALS	\$0.00
MILEAGE ALLOWANCE AUTOMOBILE	\$14,456.59
MISCELLANEOUS SERVICES	\$19,830.57
INDOOR POOL	\$716.65
OFFICE EQUIPMENT AND FURNITURE	\$17,847.59
OFFICE EQUIPMENT MAINTENANCE AND REPAIR SERVICES	\$9,912.44
OFFICE SUPPLIES	\$2,741,795.19
OPERATIONAL TRAVEL	\$46.63
OTHER OPERATING EXPENSES	\$117,117.47
OTHER PROFESSIONAL CONSULTANT/CONTRACTUAL SERVICES	\$165,471.50
FOO REPLACEMENT CHARGE BACK	\$701,506.03
POSTAGE	\$27,578.84
PRINTING ACCESSORIES AND SUPPLIES	\$321.99
PROFESSIONAL MEMBERSHIPS	\$4,554.00
REFUSE DISPOSAL EXPENSE	\$35,186.24
SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES	\$1,177.92
SERVICES-OTHER AGENCY	\$365,816.65
TECHNOLOGY INFRASTRUCTURE CHARGE BACK (DATA CENTER)	\$119,696.00
TRANSLATION SERVICES	\$386.63
VEHICLE REPLACEMENT	\$275.03
TOTAL	\$5,338,405.88

- The portal does not show an agency's commitments/obligations, called encumbrances.



FCG and FCPS Financial Transparency Application

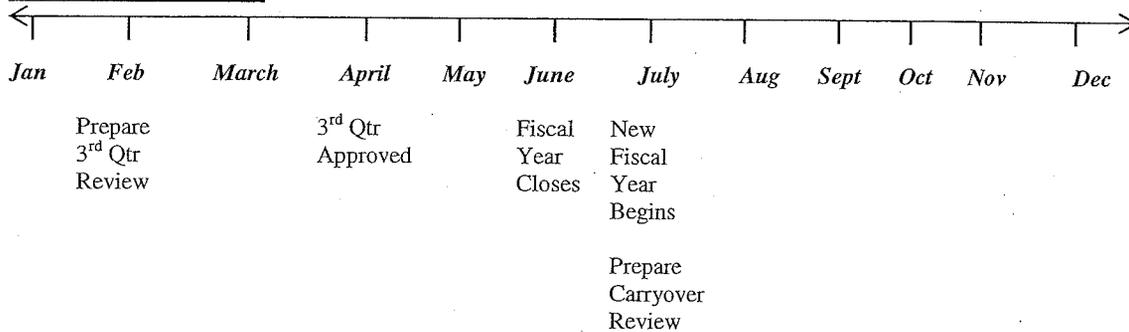
Fact Sheet

- **Project Scope:**
 - Joint project between FCG and FCPS.
 - Consistent approach (refresh, data, layout) for both FCG and FCPS applications/sites.
 - Official project start date - November 2012
 - Developed by in-house staff (FBSG, DIT, DMB, OPA, FCPS, and DOF).
 - ERP “FOCUS” system serves as the data source for the “transparency” application.
 - Page Navigation: Transparency Link on the County’s and FCPS Main Homepage>>Transparency Landing Page>>Transparency Application.
- **Data Refresh:**
 - Information updated by 25th of the following month for the previous month.
- **Available Data:**
 - At go-live, will contain data from all of FY2013 and 1 month (July) of FY2014.
- **2 Views:**
 1. Ability to view payments to certain vendors:
 - Allows a user to view year-to-date payments made to vendors (General trade vendors and employee benefit payment vendors (e.g. CIGNA, BCBS)) doing business with the County Government or the Public Schools in the fiscal year selected.
 - Display results contain columns for department, fund, fiscal month, and amount (aggregated payments by month).
 - In compliance with law, filter payments to sensitive vendors by restricting certain expense accounts (GLs) and payments to individuals.
 2. Ability to view budget vs actual expenditure data w/ drill down to commitment item (expenditure)
 - Allows a user to view a comparison of current budget to year-to-date actual expenditures for either a specific general fund department or a specific fund for the fiscal year and month selected. In addition you will be able to drill down to see certain categories of expenses (e.g. compensation, operating expenses).
 - FCG View Option - General Fund department or other specific fund.
 - FCPS View Option - View by Fund or Fund/Department/Office

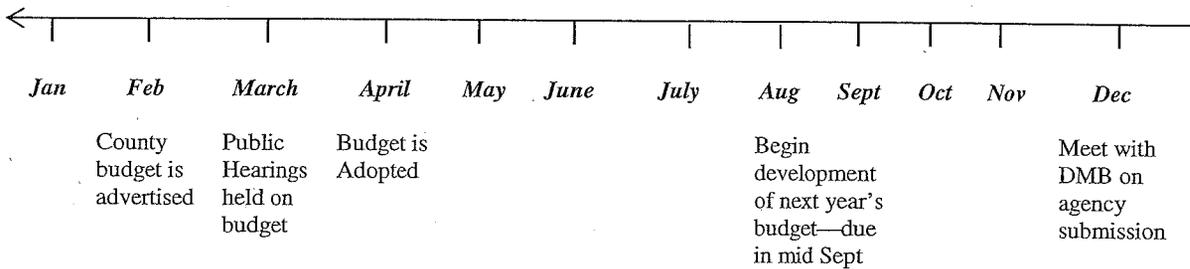
THE CARRYOVER PROCESS

- There are 3 formal budget processes for all County agencies; the annual process (Advertised/Adopted), the Third Quarter Review, and the Carryover. The annual process is for the upcoming fiscal year; the Third Quarter and the Carryover are current year processes.

CURRENT YEAR



UPCOMING YEAR



- Carryover is defined as the process by which funds not spent are reappropriated (budgeted) in the next fiscal year. This is an automatic process for an encumbered (obligated/committed) item. When the new fiscal year opens, the budget amount is reflected as the Revised Budget Plan versus the Adopted. (Adopted + Carryover = Revised Budget)
- An encumbered item is defined as a legal obligation to pay usually in the form of a purchase order that will become payable when goods are delivered or services rendered. It is a system process that sets aside funds to be used for a specific purpose. Funds that are not encumbered at fiscal year end are returned to the County.

- The simple formula for determining available balances is: Budget – (Encumbrances + Expenditures) = Balance.
- Items committed may not have been received for a myriad of reasons such as vendor cancellation of ordered items, an anticipated contract was not approved in time to meet mandated deadline, items/services became available late in the fiscal year, items are back-ordered, etc.
- Agency financial staffs work diligently to spend allocated funds and comply with policy and procedure. Balances returned to the County are *not* used to offset funding for upcoming years and agencies are not penalized.
- Reduction exercises are not based on an agency's spending patterns in previous fiscal years.
- For the FY 2014 Carryover, FCPL participated in the Board of Supervisors newly-created Incentive Reinvestment program. Participating agencies were challenged to save 1% of their personnel budget in exchange for keeping half of the savings for employee development programs. FCPL's target to save was \$212,864 of which \$106,432 will be carried into FY 2015.
- The FY 2014 Carryover request included \$1.98 million in encumbered carryover with \$154,201 remaining balance which will be returned to the County. These balances were derived from almost equal parts personnel and operating.



County of Fairfax, Virginia

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

TO: Susan W. Datta
Chief Financial Officer

DATE: July 3, 2014

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

SUBJECT: FY 2014 General Fund Carryover Submission

Attached is the FY 2014 General Fund Carryover submission for the Fairfax County Public Library. Fairfax County Public Library is pleased to participate in the Board of Supervisors Incentive Reinvestment Initiative program. As directed we have saved \$212,864 of which we will retain \$106,432 for employee development opportunities in FY 2015. FCPL's portion is requested as unencumbered carryover per the Carryover instructions.

Our encumbered carryover request totaling \$1,980,162 is on Form A. The closing balance is \$77,670 in personnel services and \$76,531 in operating expenditures.

Currently underway is the renovation of the Woodrow Wilson Library. Our FY 2015 budget submission requesting \$255,000 to support the purchase of loose furniture and equipment requirements for this renovation was approved. The renovation is still on schedule and currently slated to open by the end of 2014 or beginning of January 2015.

The Pohick Regional Library is the next branch scheduled for renovation. The tentative schedule is to close the branch during the summer of 2015 and reopen in April 2016.

The agency requests your continued support and guidance as the Library strives to meet the evolving educational and informational needs of the residents of Fairfax County and Fairfax City.

Please call Melanie Quinn at 324-8328 if you have any questions regarding this submission.

Attachments

cc: Charles Fegan, Chair, Library Board of Trustees
David J. Molchany, Chief Information Officer
Melanie E. Quinn, Deputy Director
Beth A. Feeley, Deputy Finance Officer

Financial Services Division
12000 Gov't Center Pkwy., Suite 324
Fairfax, VA 22035-0059
703-324-3100 FAX: 703-222-3193
www.fairfaxcounty.gov/library



Form A
AGENCY LISTING AND BRIEF DESCRIPTION OF ENCUMBERED ITEMS¹

Agency:

Funds Center	Commitment Item	Amount	Item Description / Justification
G525201001	510000	\$36,895	Furniture
G525201001	520000	\$968	Furniture
G525201001	521090	\$106,195	Telephone services, directory advertising listing of library locations - ad management by DIT, cellular
G525201001	544000	\$48,631	Lease for Rlooh
G525201001	544090	\$9,849	Security - adding access control system and card readers to Herndon Branch - outstanding invoice
G525201002	544990	\$3,091	Shredding services for countywide shredding of documents via Archives
G525202001	510030	\$345,546	Revenue initiative - Computer and software updates - outstanding invoices
G525202001	521080	\$22,158	Collection of Unpaid Bills - Collection agency efforts
G525202001	544010	\$8,100	Scanning - ongoing costs for library scanning initiative - outstanding invoices
G525202001	564100	\$130,105	Revenue initiative - outstanding invoices for Kiosks
G525202002	544990	\$4,626	Materials - Library materials not yet received
G525202003	510020	\$1,233,994	Materials - Library materials not yet received
G525203001	521250	\$8,834	Early Literacy Programming - supplies to support early literacy in day care centers and newsletter translations
G525203001	544990	\$10,000	Programming - Payment to talent agency for author event
G525203002	544030	\$6,397	Marketing - supplies to support library marketing efforts in the branches
G525204003	544538	\$282	Furniture
G525204009	510020	\$124	Supplies (Independent Stationers)
G525204018	510020	\$1,386	Furniture
G525204019	510020	\$15	Supplies (Independent Stationers)
G525204021	544990	\$2,791	Supplies (Virginia Room)
G525204023	510020	\$176	Supplies (Independent Stationers) Credit that needs to be liquidated
	Total:	\$1,980,162	

¹ Add rows to chart as needed. Text in the Description/Justification column will automatically wrap around and row size will expand to accommodate.