



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: March 12, 2014

AGENDA

I. PUBLIC COMMENTS

1. Jennifer McCullough, President,
Fairfax County Public Library Employees' Association
2. Kathy Hoffman, Branch Manager, City of Fairfax Regional Library
3. Kathy Kaplan

II. MINUTES – January 2014

February 2014 – meeting cancelled due to inclement weather

III. CHAIRMAN'S REPORT

- A. Meeting with the Board of Supervisors reference FY 2015 Budget
- B. FY 2015 Budget Public Hearing – Thursday, April 10, 2014, 3:00pm
- C. Michael S. Donovan, Board of Trustees – Braddock District (Attachment 1)
- D. Priscille Dando, Board of Trustees – Fairfax County Public Schools

IV. COMMITTEE REPORTS

- A. Library Foundation – Mary Petersen
- B. Budget Committee – Kristin Cabral (Attachment 2)
- C. Ad Hoc Evaluation and Communications Committee – Karrie Delaney (available at meeting)
- D. Ad Hoc Floating and Discards Committee – Liz Clements
- E. Personnel Committee – Peggy Koplitz
- F. Planning Committee – Michael Cutrone

V. DIRECTOR'S REPORT

- A. Financial Issues
 1. FY 2014 Budget status
 2. FY 2015 Budget status (available at meeting)
 3. Library Board Monthly Revenue Report – December 2013 (Attachment 3)

V. DIRECTOR'S REPORT (cont'd)

B. Capital Issues

1. FY 2015 – FY 2019 Advertised Capital Improvement Program – Libraries (Attachment 4)
2. Woodrow Wilson Library – status
3. Tysons-Pimmit Regional Library – status (Attachment 5)
4. Pohick Regional Library – status (Attachment 6)
5. Facilities Update: Polar Vortex Edition – Jan 6 - 10 and Jan 27 - 31 (Attachment 7)

C. Timeline Recommendations of the Ad Hoc Communication and Evaluation Committee and the Ad Hoc Floating Collections and Discards Committee

1. Transfer Focus Group Minutes (Attachment 8)
2. Transfer Focus Group – Update
3. Collection Evaluation Focus Group Minutes (Attachment 9)
4. Friends' Discard Survey – February 2014 (Attachment 10)

D. Interim Report on FCPL's Floating Collection – Feb 28, 2014 (Attachment 11)

E. Well Run Branch Part II: Admin (Attachment 12)

F. Early Literacy Outreach Visits-Jan 2014 (Attachment 13)

G. Staff Day 2014 Survey Results (Attachment 14)

H. 2014 State Aid Budget Amendments (Attachment 15)

I. Lost and Found – final draft (Attachment 16)

J. Outline of Topics for Governance Training for Board of Trustees (Attachment 17)

K. Yahoo Delivery of Library Notices (Attachment 18)

L. Marketing Update (Attachment 19)

M. Friends of the Library Annual Donation Summary (Attachment 20)

VI. CONSIDERATION ITEMS - NONE

VII. ACTION ITEMS

- A. Re-establishment of Library Board Technology Committee (Attachment 21)
- B. Proposed Code of Conduct for FCPL Customers (Attachment 22)
- C. Request to Defer Delinquent Accounts (Attachment 23)

VIII. INFORMATION ITEMS

- A. FCPL FY 2014 and FY 2015 Diversity Plan (Attachment 24)
- B. Voting Equipment Demo Information (Attachment 25)
- C. Article: Checking Out Library Funding – Mount Vernon Gazette (Attachment 26)
- D. Incident Report – January and February, 2014 (Attachment 27)

IX. ROUNDTABLE



County of Fairfax, Virginia

Attachment 1

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

January 30, 2014

Mr. Michael S. Donovan
5606 Glanmore Court
Fairfax, VA 22032-3147

Dear Mr. Donovan:

Congratulations on your appointment as the Braddock District Representative to the Library Board. Your appointment, made by the Board of Supervisors at its meeting on January 28, 2014, expires on July 31, 2017.

Your staff contact is Sam Clay, Director of Library Administration. For additional information on the duties and scope of this board, please call 703-324-8308.

Each member of this board is required to file a financial disclosure from the Commonwealth of Virginia within three weeks of the date that I forward the statement to the member. Failure on the part of any such member to so file will automatically disqualify the member from participation. In accordance with Code requirements, please complete and sign the enclosed form and return it in the enclosed envelope by February 21, 2014.

Also enclosed is a copy of the Virginia Freedom of Information Act (VFOIA), along with a cover memorandum from the County Attorney. As required by the VFOIA, please read and familiarize yourself with the provisions of the Act.

Sincerely,

Catherine A. Chianese
Clerk to the Board of Supervisors

CAC: ebe

Enclosures

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

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

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

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Michael S. Donovan

Home: 5606 Glanmore Court, Fairfax, VA 22032; 703-503-2056; micseadon@gmail.com
Work: 12300 Sunrise Valley Drive, Reston, VA 20191; 703-735-2042;
michael.donovan@dia.mil

Education

- Air University, Maxwell Air Force Base, Alabama; 2005, Air War College.
- Regis University, Denver, Colorado; MBA, 2000, Business (Graduate Honors).
- The George Washington University, Washington, DC; Certificate, 1996, Environmental Manager Program.
- Florida Institute of Technology, Melbourne, Florida; BS, 1984, Air Commerce.

Experience/Work History: Over 29 years of professional experience in the public and private sectors.

- December 2012 to Present: Senior Intelligence Officer (SIO), GG15; Defense Intelligence Agency (DIA)/Defense Combating Terrorism Center (DCTC), formerly known as the Joint Intelligence Task Force-Combating Terrorism (JITF-CT); Joint Base Anacostia-Bolling, Washington, DC. SIO and senior advisor to the Senior Defense Intelligence Expert-Combating Terrorism (SDIE-CT), responsible for overseeing, producing, and leading broad and complex studies and national-level all-source counterterrorism (CT) analysis throughout the world. Represents DIA and the Defense Intelligence Enterprise in multiple forums.
- January 2010 to December 2012: SIO, GG15; DIA/DCTC; Bolling AFB, Washington, DC. SIO for East Division, responsible for overseeing, producing, and leading broad and complex studies and national-level all-source CT analysis conducted by 56 analysts from five branches on Afghanistan, Pakistan, India, the rest of South Asia, and Southeast Asia. Represented DIA in number of settings to include serving as the head of delegation for a CT intelligence exchange with an allied partner.
- May 2008 to January 2010: Senior Intelligence Analyst (SIA), PB04; DIA/JITF-CT; Bolling AFB, Washington, DC. SIA for Weapons Branch, responsible for planning, organizing, and conducting national-level all-source CT analysis conducted by 13 analysts on the capabilities and tactics employed by terrorist organizations throughout the world. Subject matter expert on improvised explosive devices (IEDs) and conventional munitions.
- June 2007 to April 2008; Battalion Commander; Lieutenant Colonel (LTC), O-5; U.S. Army; Camp Arifjan, Kuwait. Senior military supervisor of an organization with 456 Soldiers conducting security escort, contract fleet management, financial management operations, and brigade operations at 13 sites in Iraq, Kuwait, Qatar, and Djibouti. Planned and directed operations, set goals, priorities, and objectives and established operating policies for the battalion (mobilized reservist; leave without pay status from the DIA).
- January 2006 to March 2007; SIA, PB04; DIA/JITF-CT; Bolling AFB, Washington, DC. Weapons Branch SIA.
- June 2004 to January 2006; Intelligence Officer (CT), GG13; DIA/JITF-CT; Bolling AFB, Washington, DC. Conducted national-level all-source CT analysis of weapons and tactics employed by terrorist organizations throughout the world and prepared appropriate finished intelligence products. Detailed to JITF-CT's Warning and Fusion Center, serving as a team SIA, managing the analytic efforts of four desk officers for six months. Deployed to Iraq as the SIA for the Combined Explosive Exploitation Cell (CEXC), the 20-person organization responsible for first-line exploitation of recovered IEDs, supervising for three months the efforts of four intelligence analysts from the U.S., U.K., and Australia.
- June 2003 to June 2004; Explosive Ordnance Disposal Officer/Weapons Analyst, LTC, O-5; DIA/JITF-CT; Bolling AFB, Washington, DC. Mobilized reservist in JITF-CT's Weapons

Michael S. Donovan

Branch, conducted national-level all-source CT analysis of weapons and tactics employed by terrorist organizations throughout the world and prepared appropriate finished intelligence products. Deployed to Iraq and served as officer in charge (OIC) of CEXC, supervising the efforts of eight U.S. and U.K. military and law enforcement personnel.

- October 2002 to June 2003; Logistics Analyst; MPRI; Arlington, VA. Contractor working in the Operations Division at the Headquarters, U.S. Army Installation Management Agency (IMA); efforts included developing the logistics mechanisms this new agency used to manage Army installations throughout the world.
- October 2001 to October 2002; Operations Officer, Major, O-4; U.S. Army, Alexandria, VA. Mobilized Army Reserve officer at the Headquarters, U.S. Army Materiel Command, an Army four-star major command. Coordinated logistics and mobilization actions with the staffs of the headquarters, major subordinate commands, and the Department of the Army.
- October 2000 to September 2001; Vice President and Principle; Ordnance & Explosives Remediation, LLC, Rockville, MD. Privately held company that specialized in the removal of unexploded ordnance (UXO) from present and former military installations. Primary duties included business development.
- October 1993 to October 2000; Director, Technical Services Division; UXB International, Inc., Ashburn, VA. Numerous managerial positions of increasing scope and responsibility, culminating as director of the Technical Services Division in a company that specializes in the removal of UXO. Supervised efforts of a diverse group responsible for the procurement and design of new projects, development of proposals, project work plans, and operating procedures.
- November 1992 to September 1993; Bartender; The Olive Garden Italian Restaurant, Vienna, VA. Served refreshments and food to patrons in the bar area.
- December 1984 to May 1992; Junior officer with the U.S. Army at locations in Germany and the United States, as well as service in Operations DESERT SHIELD/DESERT STORM, multiple supervisory positions of increasing responsibility culminating as a senior Captain (O-3).

Skills/Accomplishments

- U.S. Army Additional Skill Identifier 5K (United States Military Academy Instructor), September 2009.
- Certified Safety Professional (CSP) #16818 since June 2001, indicating competency through education, experience, and examination for a practitioner in the safety profession.

Significant Training

- The Art of Review; August 2012; DIA.
- Senior Analytic Management Conference; February 2010; DIA.
- Intelligence Community Officers Course; February 2007; Office of the Director of National Intelligence.
- Defense Strategy Course; November 2002; U.S. Army War College.
- Command & General Staff Officer Course; September 1997; U.S. Army Command & General Staff College.
- Combined Arms and Services Staff School; July 1994; U.S. Army.

Activities

- Community Service:
 - Volunteered at numerous venues during twin daughters' six years at Robinson Secondary School in Fairfax, Virginia.

Michael S. Donovan

- American Legion – Life Member; charter member and past Post Adjutant of American Legion Post 1995, Centreville, Virginia.
- Disabled American Veterans – Life Member
- Veterans of Foreign Wars – Life Member
- Professional Memberships:
 - International Society of Explosive Engineers.
 - American Society of Safety Engineers.
 - Association of the United States Army – Life Member.
 - Reserve Officers Association of the United States – Life Member.
 - Military Officers Association of America – Life Member.
- Currently serving in the U.S. Army Reserve, rank of Colonel, assigned since April 2008 to the faculty of the Department of Chemistry and Life Science at the United States Military Academy; Course Developer and Director of a junior-level elective on the chemistry of explosives. I will retire from the Army on 1 July 2014 after 30 years of combined active and reserve duty.

Honors

- Honors with DIA include:
 - JITF-CT's 2006 William R. Shaw Award for Excellence in Counterterrorism Analysis and an associated Special Act Award; awarded annually to the CT analyst who has sustained excellence in CT analysis.
 - Three Performance Awards and two Individual Time-Off Awards.
 - Joint Civilian Service Achievement Medal; January 2006.
- Military Honors include:
 - Two Meritorious Service Medals; Joint Commendation Medal; seven Army Commendation Medals; Army Achievement Medal.
 - Honor Graduate for two officer training courses.
 - U.S. Army ROTC Distinguished Military Graduate.

Hobbies

- As an aspiring Adirondack Forty-Sixer, a hiker who is attempting to summit the 46 major peaks of the Adirondacks, I have submitted 15 of the peaks.
- Genealogy.
- Collecting old soda bottles and militaria.



County of Fairfax, Virginia

MEMORANDUM

DATE: February 26, 2014

TO: Willard Jasper, Chairman, Library Board of Trustees

FROM: Kristin Cabral, Chair of the Library Board's Budget Subcommittee

SUBJECT: FY2015 Budget Amendment and Additional Details

The Budget Committee met in a public meeting on February 3, 2014 at the Oakton Library. The committee approved a motion to recommend to the Library Board of Trustees at its meeting of February 12, 2014 [now on March 12, 2014] that the 1 million dollars to the Library Budget for Fiscal Year 2015 (which the Board of Supervisors approved as a budget consideration item in November 2013) be used to restore the materials budget.

The committee further approved a motion to recommend another 1 million dollars to the Library Budget for Fiscal Year 2015 to be used on youth services, staff (including training), and technology services.

The committee also approved a motion to recommend that the Board of Trustees initiate the process of planning for a five fiscal-year budget.

Finally, the committee agreed that the paragraph on "Library Operations" on page 95 of the "FY 2014 Fairfax County Adopted Budget Plan (Overview)" does not accurately reflect the Library Board of Trustees' action. The committee requests that appropriate language be included in the FY2015 Budget.

In attendance: Budget Committee Members Kristin Cabral (Chair), Charles Fegan, and Mary Petersen as well as Library Administration Liaisons Sam Clay (Director) and Melanie Quinn (Director of Library Operations). Also present were Library Board Trustees: Will Jasper (Chair), Peggy Koplitz, and Karrie Delaney.

cc: Fairfax County Public Library Board of Trustees



County of Fairfax, Virginia

Attachment 3

MEMORANDUM

DATE: January 2, 2014

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

FROM: Melanie Quinn, Director
Library Operations

SUBJECT: FY 2014 Revenue Report – December

The following table reports on the Library's FY 2014 Revenues to date:

REVENUE CATEGORY	FY 2014 REVISED BUDGET	REVENUES YEAR TO DATE	% OF BUDGETED REVENUES YEAR TO DATE	REVENUES LAST YEAR TO DATE
Overdues	\$ 1,277,251	\$ 521,688	40.84%	\$ 437,134
Coin Operated	\$ 150,474	\$ 79,090	52.56%	\$ 67,671
DB Fees*	\$ 21,018	\$ 5,834	27.76%	\$ 6,660
State Aid	\$ 532,949	\$ 250,258	46.96%	\$ 246,210
TOTAL	\$ 1,981,692	\$ 856,870	43.24%	\$ 757,675

* Effective November 20, DB Fees are included under Overdues.

If you have any questions, please do not hesitate to contact me.

cc: Doug Miller, Manager, Strategic Planning & Customer Research Services

FAIRFAX COUNTY, VIRGINIA

FY 2015 - FY 2019

Advertised Capital Improvement Program

(With Future Fiscal Years to 2024)



Government Facilities

Libraries Goals

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

Facility Management and Capital Renewal Goals

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

Human Services Goals

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

Libraries

PROGRAM DESCRIPTION

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

LINK TO THE COMPREHENSIVE PLAN

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

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

Source: 2013 Edition of the Fairfax County Comprehensive Plan, Areas I, II, III, and IV, and the Policy Plan Element, Public Facilities Section, as amended

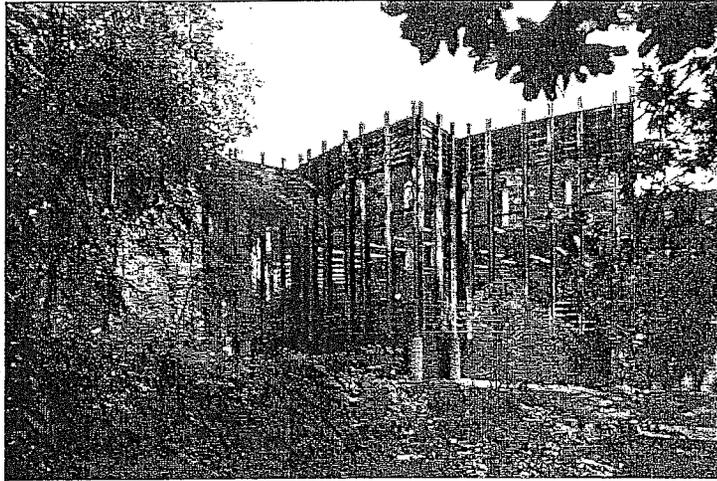
CURRENT PROGRAM INITIATIVES

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

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

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

Savings from the projects funded by the fall 2004 Library Bond Referendum resulting from the extremely favorable bid climate for construction projects will support the design and construction costs associated with the major renovation at Woodrow Wilson Community Library. Woodrow Wilson Community Library was built in 1965 and does not meet the electronic and technological needs of the community due to the limited capacity of available power and other utilities. This library serves as a multi-cultural community center, with special collections in Spanish and Vietnamese; and numerous community groups use the library's three meeting rooms to offer programs to the public. A renovated facility will provide for more efficient layout and effective use of the available space, upgrade the building systems for operations and energy efficiency, and provide updated power and technology capacity for more public access computers and wireless networking.



Dolley Madison Library – Fairfax County Exceptional Design Winner

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

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

CURRENT PROJECT DESCRIPTIONS

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

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4. **John Marshall Community Library** (Lee District): \$5,000,000 for the renovation of the John Marshall Library. This library is approximately 16,500 square feet and was built in 1974. The existing facility is in need of renovations to meet the needs of the community and prolong the life of building and building subsystems. Renovations will provide for a more efficient layout and use of the available space, upgrades to the building systems for operations and energy efficiency, and updates to the power and technology capacity for more public access computers and wireless networking to meet the technological demands of patrons. Funding for this renovation was approved as part of the fall 2012 Library Bond Referendum.
5. **Reston Regional Library** (Hunter Mill District): \$10,000,000 for the Reston Library. The current library site has been identified as part of Reston Towne Center North, which is currently being studied for possible redevelopment to create a more urban, mixed-use and governmental development. The Reston Library may be relocated as part of the overall development. Funding will be used for the library site studies, programming, design and construction to replace the existing 30,000 square-foot facility. The existing facility was constructed in 1985. Funding for this library was approved as part of the fall 2012 Library Bond Referendum.
6. **Library Feasibility Studies** (Countywide): \$400,000 to conduct feasibility studies to determine the renovation priorities for Pohick and Tysons Pimmit Regional Libraries, and John Marshall Community Library. The feasibility studies for these libraries are complete. Reston Regional Library will be studied to develop a program for possible relocation of the facility. Funding for the feasibility studies was approved in the 2004 Library Bond Referendum.

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

Project Title/ Project Number	Source of Funds	Budgeted or Expended Through FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total FY2015-FY2019	Total FY2020-FY2024	Total Project Estimate
1 Woodrow Wilson Community Library / LB-000007	B	5,021	1,550	585	100			2,235		7,256
2 Pohick Regional Library / LB-000009	B	800	1,000	3,000	200			4,200		5,000
3 Tysons Pimmit Regional Library / LB-000011	B	600	1,000	2,500	800	100		4,400		5,000
4 John Marshall Community Library / LB-000008	B	0	600	1,200	3,000	200		5,000		5,000
5 Reston Regional Library / LB-000010	B	0	450	3,500	5,250	800		10,000		10,000
6 Library Feasibility Studies / 5G25-011-000	B	300	100					100		400
TOTAL		6,721	4,700	10,785	9,350	1,100	\$0	\$25,935	\$0	\$32,656

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

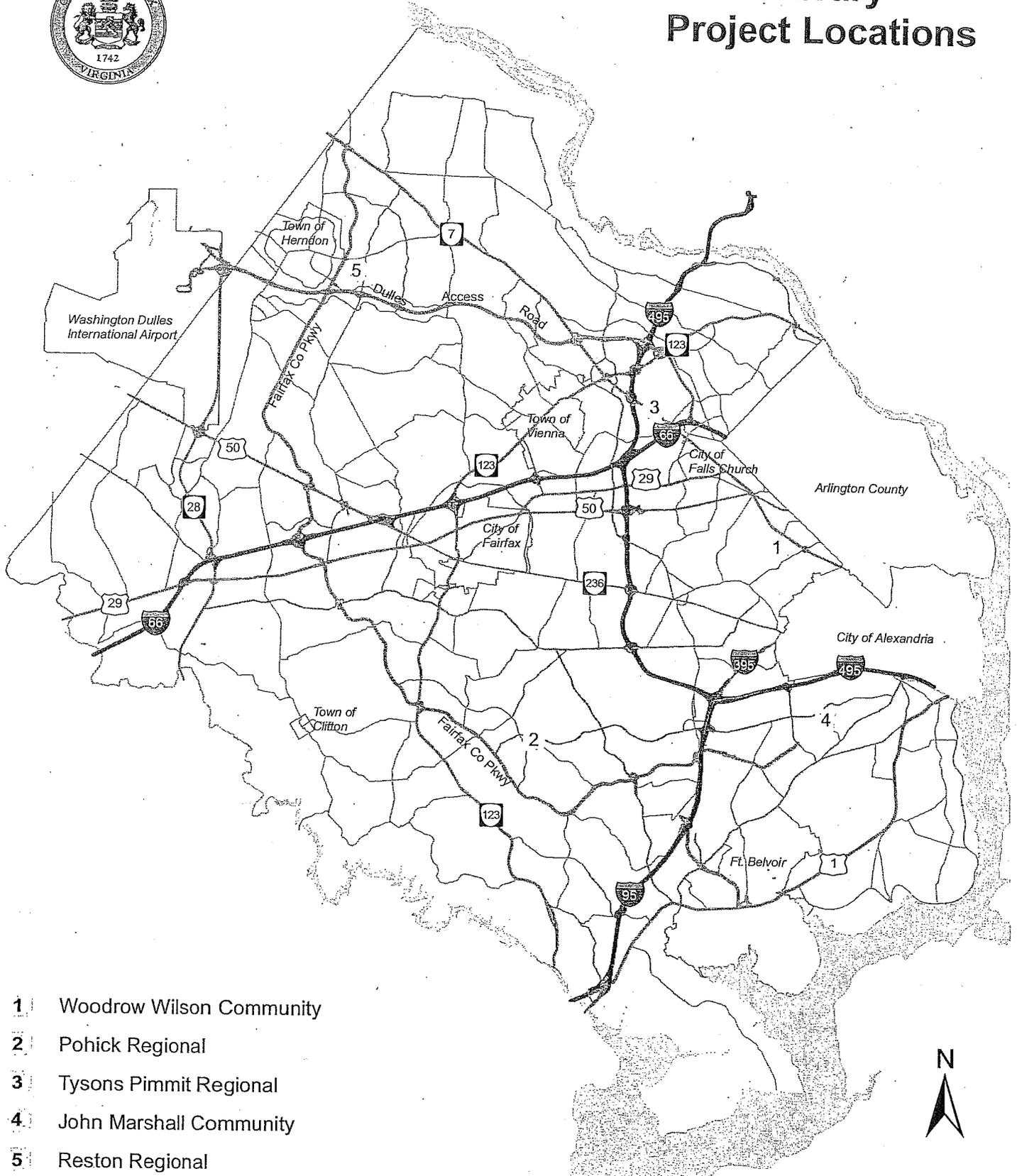
Key: Stage of Development	
	Feasibility Study or Design
	Land Acquisition
	Construction

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

14

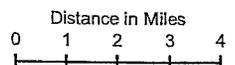


Library Project Locations



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

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



Subject: FW: Tysons -Pimmit Library - Starting Design Contract

From: Lepe, Teresa G.

Sent: Friday, January 17, 2014 1:26 PM

To: Clay III, Edwin S.

Cc: Strotman, Katie; Schrantz, Barbara; Smith, Starr

Subject: Tysons -Pimmit Library - Starting Design Contract

Sam,

We are starting the design phase for the Tysons-Pimmit Library. The first step is to negotiate and award the contract. The original contract for the feasibility study allows the architectural firm, Ritter Architects, to continue with the full design and construction administration. We are currently updating the contract with plans to have the contract executed in March/April.

Also note that we are requesting the transfer of funds at the FY2014 Third Quarter from Dolley Madison to the three libraries (John Marshall, Tysons Pimmit, and Pohick) based on the scope and cost defined in the feasibility studies.

Teresa

Teresa G. Lepe, PE

Chief, Building Design Branch

Building Design and Construction Division, DPWES

Fairfax County

703-324-5161

Attachment 7

Facilities Update: Polar Vortex Edition

January 6-10, 2014

The following branches reported issues with cold temperatures inside the buildings and poorly functioning HVAC systems:

- MW – FMD responded on Tuesday, 1/7. The situation was rectified. No further incidents were reported during the week.
- PH – The branch lost power on Friday, 1/3 and closed for the day. Power was restored but the branch had heating issues on Saturday, 1/4. FMD responded. Needed parts were ordered. The one working unit was set to override mode and has been providing heat to the whole building all week. As of Friday, 1/10 no additional repairs have been made to the malfunctioning unit.
- RB – FMD responded on Tuesday, 1/7, and the building warmed up. FMD was called and responded again Wednesday, 1/8. The situation was corrected. No further incidents were reported during the week.
- SH – Wednesday, 1/8 the branch was evacuated due to the smell of gas in one of the study carrels. The Fire Department responded. They could not locate a gas leak but advised that FMD check the boilers. FMD responded and stated they patched a small gas leak. The smell of gas was noted again on Thursday, 1/9 and cold temperatures were noted in the staff workroom. FMD was called and responded. Boiler #1 was turned off due to a bad gas valve. A replacement part has been ordered. Repairs are scheduled for 1/13 or 1/14. Boiler #2 is heating the whole building, however, it has a tendency to turn off and therefore FMD will have a technician visit the branch on Saturday and Sunday to turn it back on if needed.
- TY – Staff reported cold inside temperatures at 10:30 am on Tuesday, 1/7. FMD responded at 2:30 pm. The branch closed at 6 pm due to the cold interior temperature. The building was warm by Wednesday, 1/8 and has remained so all week.

Entrance doors:

- HE staff noted the Center Street entrance doors would not lock securely at closing Saturday, 1/4. FMD was called and responded. FMD determined the lock could not be fixed and advised the doors be secured with a chain and padlock. The chain and padlock were used again to secure the doors on Monday, 1/6 and Tuesday, 1/7. Repair of the lock was scheduled for Wednesday, 1/8, however, prior to the repair the door was found pulled open and the push bar was damaged. An incident report was filed. The

locksmith shop did repair the push bar and lock on Wednesday, 1/8. An estimate is being acquired to have all of the locking mechanism and push bars on all doors into the building replaced.

Facilities Update: January 27-31

CE

- Bill Robinson, FMD, and a vendor from Solar Eclipse met with Christine Jones to measure the meeting room hallway windows for film installation. "Sun Control window film" has been selected for installation because it allows for visibility; however, it has high heat rejection characteristics.

HE

- Installation of new panic bars on all entrance/exit doors was postponed. The parts had not come into the distributor as expected. A new installation date is to be determined.
- An FMD work order request was submitted for the cold temperature of the Overflow Room. An HVAC tech reset the system. Staff currently reports the room is a comfortable temperature.

KN

- A ceiling leak in the staff workroom was reported Wednesday, Jan. 29. The leak was a result of a leaking hot water heater from a restaurant above the branch. It was fixed that day. No further leaking has been reported.

MW

- Unstable interior temperatures persisted this week. The HVAC shop worked on the heating system throughout the week. Staff currently reports the building is a comfortable temperature.

PH

- A new heat exchanger was installed on the roof Monday, Jan. 27. Interior building temperatures have remained stable post installation.

RB

- Unstable interior temperatures persisted this week. The HVAC shop worked on the heating system throughout the week. Staff currently reports the building is a comfortable temperature.

SH

- Unstable interior temperatures persisted this week. The HVAC shop worked on the heating system throughout the week. Staff currently reports the building is a comfortable temperature.

TE

- Installation of the new TE entrance doors was postponed. The factory sent the wrong colored doors. A new installation date is to be determined.

Attachment 8

Transfer Focus Group

January 27, 2014

12:30 – 3 p.m., Technical Operations

Minutes

In attendance: *Mandy Neet (GM), Jarmon, Katherine(LO), La Chance, Carolyn (PO), Wrobel, Maggie (CE), Raymond, Laura (HE), Bowers, Ingrid (MW), Leach, Jean (FX), Major, Matt (TJ), Robin Albert (TE), Liz Rhodes (TE), Melanie Quinn (AD), Sylvia Enriquez (TE), Vimala Raghavan (TE)*

Future meetings will be on the 2nd Monday of each Month from 12:30-3pm at various locations. Occasionally this group will have conference calls or use Live Meeting.

The team examined the current transfer procedures and collection numbers.

The following topics were discussed.

- Current collection trends (types of materials that customers ask for, etc.)
- What is a balanced collection?
- What is core collection?
- How can we facilitate better training and communication about Collection Issues?
- Duplicate titles versus overstocked titles
- Transfers of single titles vs. subject area—what would be a good mechanism?
- How is Floating related to overall collection management?
- How should we manage the leased materials? When to transfer? When to discard?

Action Items:

1. Next meeting will be on February 10th, and will be a conference call or email chat.
2. Please prepare draft guidelines/observations about duplicate titles.
3. Please prepare a draft Transfer survey (what is working, challenging, etc.) for Branch Management Teams.
4. Liz will create a Transfer Focus Group Team Site on FairfaxNet to facilitate discussion and store draft documents.
5. Liz will attend Branch Management Team meetings over the next few months to discuss floating and collection management issues.

Attachment 9

Collection Evaluation Focus Group

January 29, 2014

12:30 – 3p.m., Technical Operations

Minutes

In attendance: *Burgard, Jill (MW), Figueroa- Gonzalez, Ivelisse (RB), LaMarca, Chris (DM), Jackson, Marilyn (KP), Wickert, Nora (TY), Eklund, Sondy (FX), Liz Rhodes (TE), Trish Van Houten (TE), Betsy Keefe (TE), Peggy Bercher (TE), Melanie Quinn (AD)*

Future Meetings will be held on the 1st Monday of the Month from 12:30-3 at various locations and occasionally through conference calls or Live Meetings.

The following topics were discussed.

- How can we create more consistent weeding practices at each branch? What would help branch staff? Training modules? Webinars? Site visits?
- Condition is very subjective. Repair vs. Replace guidelines would be helpful. Very easy to get replacement copies by contacting Collection Services and asking for a new copy or a transfer.
- What is the impact of Floating on collection management/weeding?
 - Less wear and tear on the collection.
 - Low demand items get another chance, so aren't weeded for low use.
 - Space issues. Space analysis is critical so branches know how much they should have based on what is being used. Don't want items to be weeded just because they don't fit.
 - Staff can feel proprietary about their collection and it may be hard to see that it's a system collection.
 - Core collection exists in the system, but not necessarily at one branch.
 - Each branch has multiple collections (romance, mystery, children's) within their branch. Managing 50 plus "collections" at each branch is challenging.
 - Collections are starting to expand/shrink base on customer demand and that is very interesting to observe. After the first year we should have a really good idea of what branch customers are really using versus what we think they are using.
- How can we improve communication about collection issues? Currently seems to be based on the distribution of the position's duties: Youth Services hear their piece, Circulation hears theirs, etc. We need to share ALL the pieces with ALL the departments. Collection duties have blended across youth, information and circulation departments; important to remember this when sharing procedures and guidelines. Everybody needs to know how things work and trust each other's judgment.

- Weeding:
 - How does each branch weed? How do they organize the duties?
 - Weeding is an art & a science with a lot of subjectivity. How can we help explain/improve perceptions?

Action Items:

1. No meeting on February 3rd. Our next meeting will be March 3rd, 12:30-3 at TE.
2. Please bring draft guidelines for low demand/overstock (transfers vs. discard). Should we include a ratio to copy?
3. Draft survey for branches about how to weed/train staff. What is currently being done at their branch? What would they like to learn more about? What is challenging/confusing?
4. What kind of reports would be helpful? Please look at the current collection reports. Also examine the Circulation reports that need to be done daily/weekly/monthly. Is there any overlap?
5. Liz will attend Branch Management Team meetings over the next few months to discuss floating and collection management issues.

Attachment 10

Subject: FW: Discard Questions for Friends groups
Attachments: Friends Discard Survey February 2014.docx

From: Rhodes, Elizabeth
Sent: Wednesday, February 05, 2014 3:01 PM
To: LIB-BRANCH MANAGERS
Cc: Quinn, Melanie E.; Clay III, Edwin S.; Strotman, Katie; Prasher, Janet H.
Subject: Discard Questions for Friends groups

*Dear Branch Managers,
Please forward this message to your Friends President and Book sale Chair:*

Dear Library Friends Groups,
FCPL has begun the process of decentralizing the withdrawn library materials. Materials will now be discarded at the branch, and the material offered to your group. Unclaimed items will be sent to the County Warehouse in compliance with County Regulations and Procedures. Please let me know by **February 10th** the answers to the following questions:

1. If your Friends Group is interested in receiving the discards other groups cannot use.
2. If your Friends Group is interested in receiving unsorted discards from Technical Operations. Many of these discards will be overstocked & damaged transfer material that the library can no longer use.

Please let me know if you have any questions.

Sincerely,
Elizabeth Rhodes

Elizabeth Rhodes
Collection Services Coordinator
Fairfax County Public Library
(703) 222-3111 Technical Operations
www.fairfaxcounty.gov/library
Become a fan www.facebook.com/fairfaxcountylibrary
Follow us www.twitter.com/fairfaxlibrary

Branch Friends Group	Will accept discards from branch	Interested in receiving the discards other groups cannot use.	Interested in receiving unsorted discards from Technical Operations
Access Services	n/a	n/a	n/a
Burke Centre		No	No
Centerville	No	No	No
Chantilly		No	No
Dolley Madison		No	No
Fairfax			
George Mason	Juvenile Some adult non-fiction	Possibly	No
Great Falls	No	No	No
Herndon	No	No	No
John Marshall		No	No
Kingstowne	Juvenile only	No	No
Kings Park	No	No	No
Lorton	No	No	No
Martha Washington	No	No	No
Oakton	No	No	No
Patrick Henry	No	No	No
Pohick	Yes	No	No
Reston		No	No
Richard Byrd	No	No	No
Sherwood	No	No	No
Thomas Jefferson	No	No	No
Tysons-Pimmit	Yes (no magazines)	Yes	Yes
Woodrow Wilson	No (through 2014, temporary location)	Send to GM	No

30

Interim Report on FCPL's Floating Collection

February 28, 2014

The library began floating its collection in May 2013. A floating collection is a system-wide shared collection and there is no "owning" branch designation. Instead, materials become part of the collection at the branch where they are returned. This creates user driven collections where materials go where they are needed and wanted, versus the traditional library collections that are based on user history and physical space.

Net Lenders and Net Receivers

Collections based on use and not the physical space can create challenges at some locations. Since April 2013 (the month prior to floating), the majority of branches have shown very little change in overall collection numbers (see chart below: Collection Size by Branch). Collection Services has identified seven branches that are showing consistent new usage patterns:

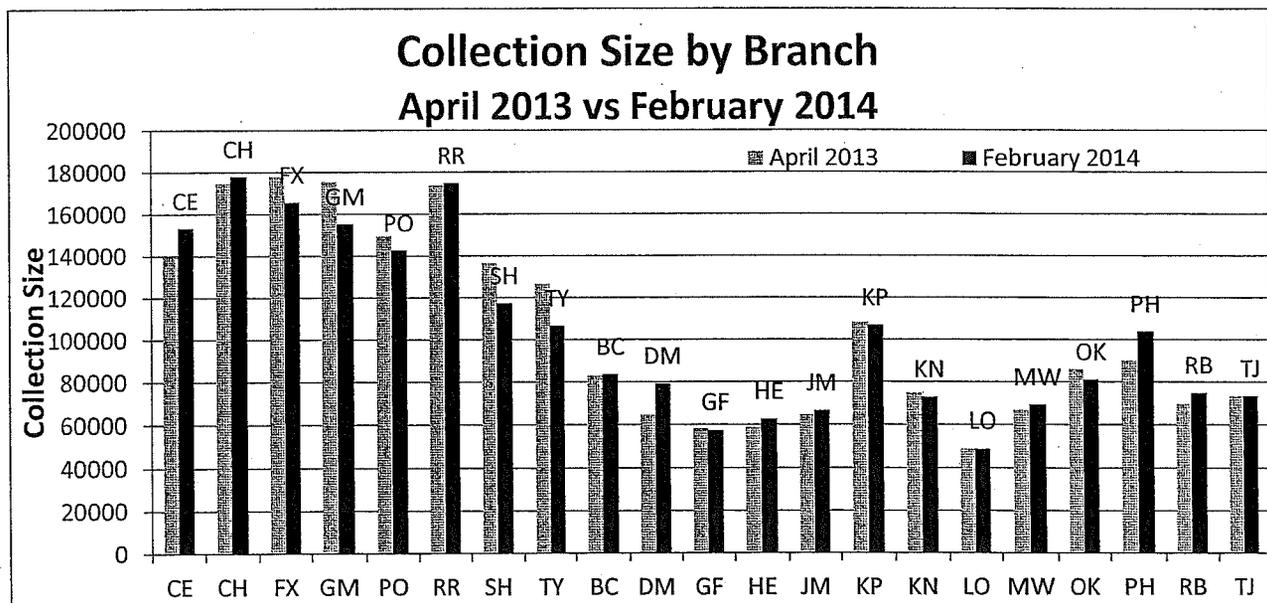
Net Lenders (loss of more than 6% of total branch collection size)

FX (-7%), GM (-12%), SH(-14%), TY (-16%)

Net Receivers (gain of more than 6% of total branch collection size)

CE (+9%), DM (+23%), PH (+15%)

Collection Services will continue to work closely with these branches to help staff and customers adjust to the new usage patterns



Note: Woodrow Wilson is not included in this chart, as the bulk of their collection is in storage due to their renovation.

In-House Use

Beginning in February 2014, all branches began collecting in-house collection usage data using the integrated library system (Sirsi). This data will identify materials used on site but not checked out by customers. Collection in-house use reports of material categories and branches will assist Collection Services in analyzing in house material use of our diverse populations (English Language Learners, Large Print Material users, Foreign Languages, Reference collections, and children's material).

Transferred Material

Collection Services instituted a central transfer program in May 2013 to assist branches with any excess or overage of materials. Community libraries send their overflow and underused materials to their assigned Regional Library. Regional Libraries send their materials to Technical Operations to be redistributed. Since May 2013, FCPL has transferred **85,409** items. These items are finding new homes at other branches and increasing the browsing experience for many customers.

The Transfer Focus Group has been formed, and the first meeting was held on January 27th. Their charge is to assist branch staff by evaluating and creating best practices to assist the library system. Further, focus group members will serve as an additional communication channel to send and receive feedback on transfer issues. They are currently developing a survey for branch management teams, and working on guidelines for duplicate titles and excess materials.

Subject: FW: Well Run Branch Part II: ADMIN

From: King, Debra
Sent: Wednesday, January 15, 2014 11:47 AM
To: LIB-BRANCH MANAGERS
Subject: Well Run Branch Part II: ADMIN

All:

In post meeting discussions, we realized that yesterday's announcement about developing a form to define the expectations and best practices for Library Administration requires some clarification.

The Branch Coordinators are asking for self-nominations by Wednesday, January 22. We will send those names out to you for a vote by Friday, January 24. We are looking for approximately 6 branch managers for this task.

Using the Well Run Branch form as a guide, the committee will develop the form to be used for Library Administration and TECH OPS. The Branch Coordinators will be available for consultation and oversight. The committee will select the departments and determine the criteria by which branch managers will evaluate the departments. The goal is to take the draft back to your colleagues for discussion by the April Branch Manager Meeting. The draft will also be shared with each department for their review. We would like to have the form finalized by the May Management Meeting.

Once the form is finalized each branch will complete their own assessment for the departments on Fairfax Net. As with the Well Run Branch, each department will see their results but not those of other departments.

We hope these additional details provide you with more clarity about the task ahead and that you will consider being part of this next phase of the Well Run Branch.

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

Renee	Susie	Trinity	Jane
<p>DM 1/28 – Westgate Children’s Center</p> <p>GF 1/15 – GF United Methodist Preschool</p> <p>LO 1/21 – Patricia’s Daycare*</p> <p>SH 1/14 – West Potomac High School Head Start 1/21 – Hopkins House 1/21 – KinderCare Buckman Rd</p> <p>WW 1/23 – Bailey’s ES Head Start</p> <p>*family child care provider</p> <p>Other Early Literacy Activities 1/11 – “Author Studies for Preschoolers” child care provider workshop at BC</p> <p>1/14 – Parent meeting for Head Start parents at West Potomac High School Head Start</p>	<p>FX 1/27 – Sparkles</p> <p>HE 1/15 – Clearview ES Head Start 1/15 – McNair ES Head Start 1/22 – Hutchison ES Head Start 1/15 – Drainesville ES Head Start</p> <p>LO 1/10 – Lorton Station ES Head Start 1/10 – Minnieland Gunston Plaza 1/10 – Halley ES Head Start</p> <p>MW 1/8 – Bryant Early Learning Center</p> <p>SH 1/16 – Washington Mills ES Head Start 1/16 – Woodley Hills ES Head Start 1/16 – Riverside ES Head Start 1/16 – Hybla Valley ES Head Start 1/13 – Mount Vernon Woods ES Head Start</p> <p>TJ 1/9 – Beech Tree ES Head Start 1/9 – Pine Springs ES Head Start 1/27 – Fairhill ES Head Start</p> <p>TY 1/28 – Freedom Hill ES Head Start 1/28 – Westgate ES Head Start</p> <p>WW 1/23 – Higher Horizon Head Start</p> <p>Other Early Literacy Activities 1/11 – “Author Studies for Preschoolers” child care provider workshop at BC</p>	<p>CE 1/21 – Centerville ES Head Start</p> <p>GM 1/17 – Braddock ES Head Start 1/23 – Weyanoke ES Head Start 1/17 – Annandale Terrace ES Head Start 1/15 – Belvedere ES Head Start 1/27 – Mason Crest ES Head Start</p> <p>MW 1/28 – Groveton ES Head Start 1/28 – Mount Eagle ES Head Start</p> <p>RB 1/23 – North Springfield ES Head Start</p> <p>RR 1/29 – Laurel Learning Center 1/29 – TLC4Kids 1/29 – Great Day Learning Center</p> <p>SH 1/14 – Mount Vernon High School Head Start 1/14 – Lil’ Majors Preschool</p> <p>TJ 1/16 – Westlawn ES Head Start 1/7 & 1/22 – James Lee Preschool 1/10 – Graham Road ES Head Start 1/10 – Timber Lane ES Head Start</p> <p>WW 1/9 – Glen Forest ES Head Start 1/7 & 1/22 – Seven Corners Children’s Center</p> <p>Other Early Literacy Activities 1/11 – “Author Studies for Preschoolers” child care provider workshop at BC</p>	<p>CE 1/29 – Maias Child Care* 1/29 – Precious Pearls ECE*</p> <p>CH 1/30 – Mauaheb A Family Child Care</p> <p>FX 1/9 – Childcare Garden* 1/14 – Meena A Family Child Care*</p> <p>GM 1/15 – Arnita’s Daycare* 1/15 – Sara A Family Child Care* 1/16 – Jovan Day Care*</p> <p>KN 1/28 – JoAnn Blanks Child Development Center 1/21 – A Great Place to Play*</p> <p>LO 1/27 – Lucky Stars Preschool Academy* 1/27 – Dina’s Little Child Care*</p> <p>OK 1/9 – Providence ES Head Start</p> <p>PH 1/23 – Happy Younglings LLC*</p> <p>RB 1/16 – Bren Mar ES Head Start</p> <p>RR 1/8 – Horizon Child Development 1/13 – Robert E. Simon Jr. Children’s Center 1/8 – Dogwood ES Head Start</p> <p>TJ 1/14 – Wecare Daycare*</p> <p>SH 1/15 – Creative Learning School</p> <p>WW 1/14 – Parklawn ES Head Start 1/23 – Dawn of the Smurfs*</p> <p>*family child care providers</p> <p>Other Early Literacy Activities 1/11 – “Author Studies for Preschoolers” child care provider workshop at BC</p>

Early Literacy Services – Professional Development Workshops

The library's Early Literacy Services Program presents free monthly storytimes to underserved preschool children in child care centers and Head Start classrooms and distributes free picture books to students and teachers.

This fiscal year, Early Literacy Services began presenting 1-2 monthly professional development workshops for child care providers and preschool teachers. These workshops focus on ways providers can use library books and activities to help children develop essential early literacy skills needed for school readiness. Workshop topics include *"Who Wrote That?" Author Studies for Preschoolers, Extending the Fun in Your Storytime, Spice Up Your Read Alouds, and Read Well to Preschoolers.*

This new service has been very successful. Registration for each workshop fills quickly, and attendees enjoy participating in a variety of early literacy activities, seeing new and unfamiliar library books and receiving free materials to take back to their classrooms.

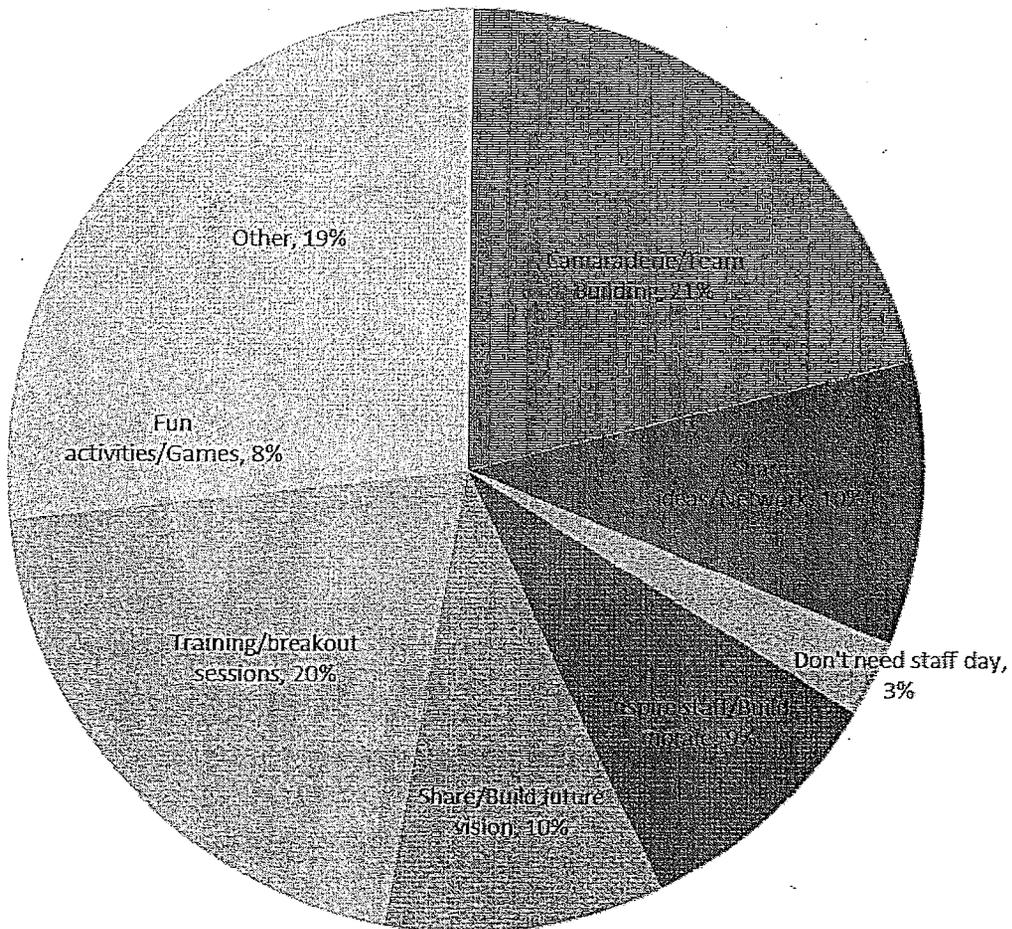
Some of the evaluation comments from past workshops:

- *I LOVE these trainings! So, so helpful and informative for newbies!*
- *I loved learning new ideas for using books in the classroom.*
- *Both presenters were great. They had such energy. After listening to them read the books, they made me interested in using books that otherwise I would have no interest in.*
- *The workshop was fun and informative! All activities were clearly explained and could be easily implemented in the classroom.*

Staff Day 2014 Survey Summary

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

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

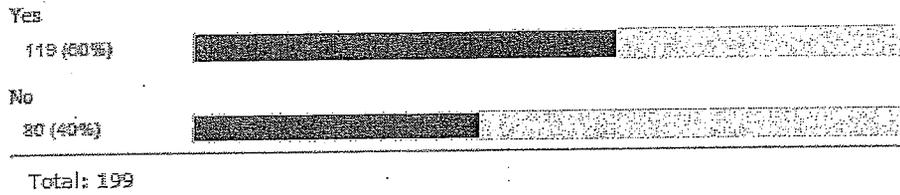


OTHER includes responses that fall within the categories below with percentages represented in parentheses:

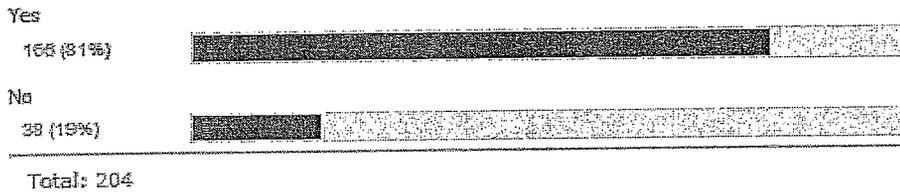
- Food (4.6%)
- State of Library address (4.09%)
- Open Dialogue (4.09%)
- Appreciation/Recognition (3.07%)
- Entertainment (1.53%)
- Don't Know (1.28%)
- Prefer Cluster/Branch Staff Day (0.51%)

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

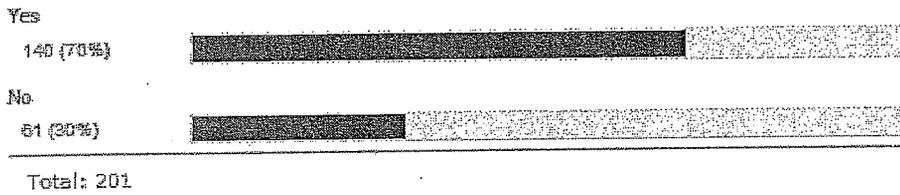
a. With a Keynote speaker?



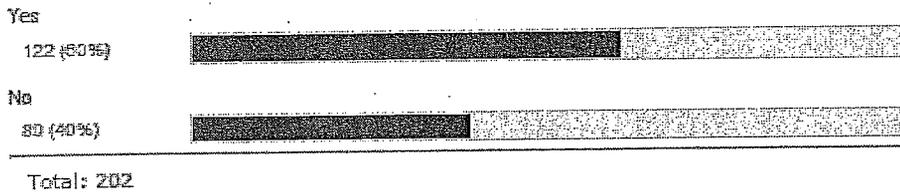
b. With Workshops/breakout sessions?



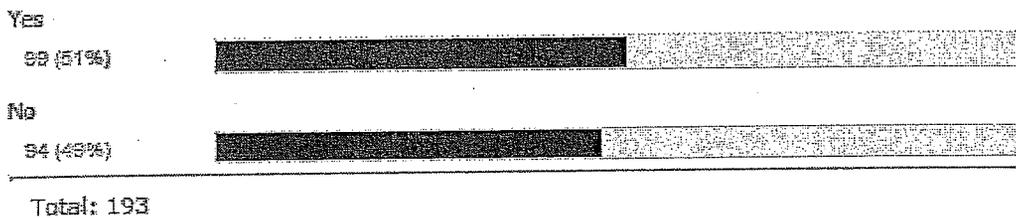
c. Training sessions?



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

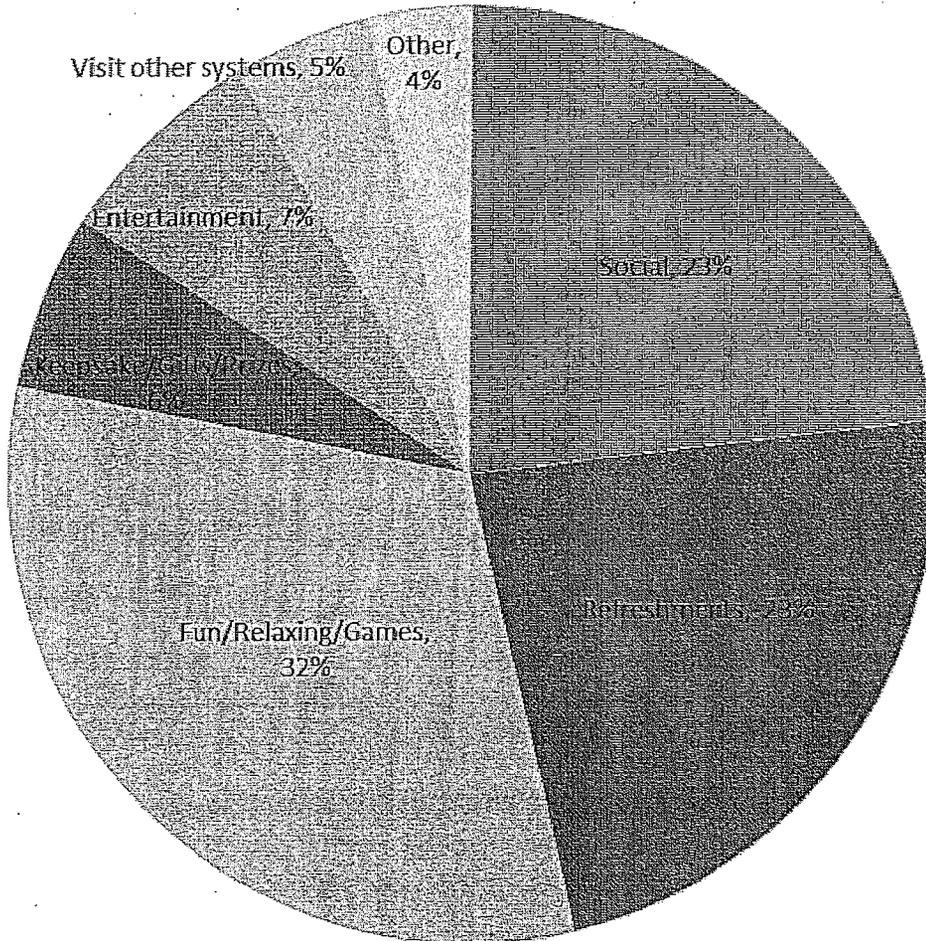


Question: Are there specific sessions (trainings or workshops) that you would like to have available?
(Please note: specific responses to this question can be viewed on FairfaxNET.)



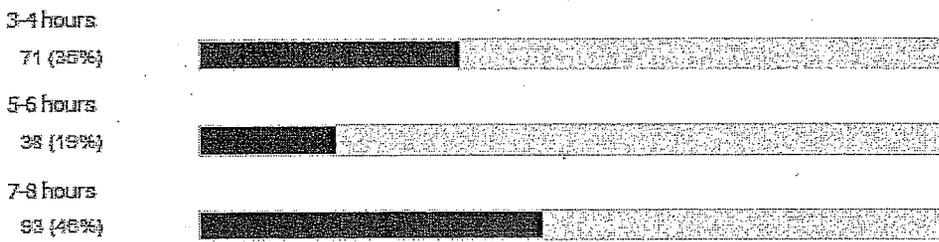
Question: Other (please share other ideas/suggestions that are not represented or captured above.)

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



Question: What should be the format for Staff Day?

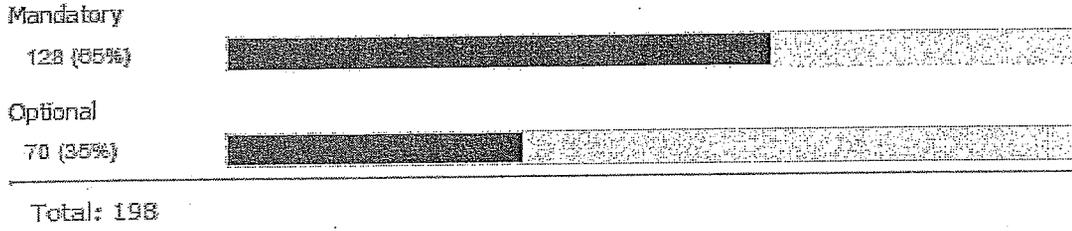
a. Length:



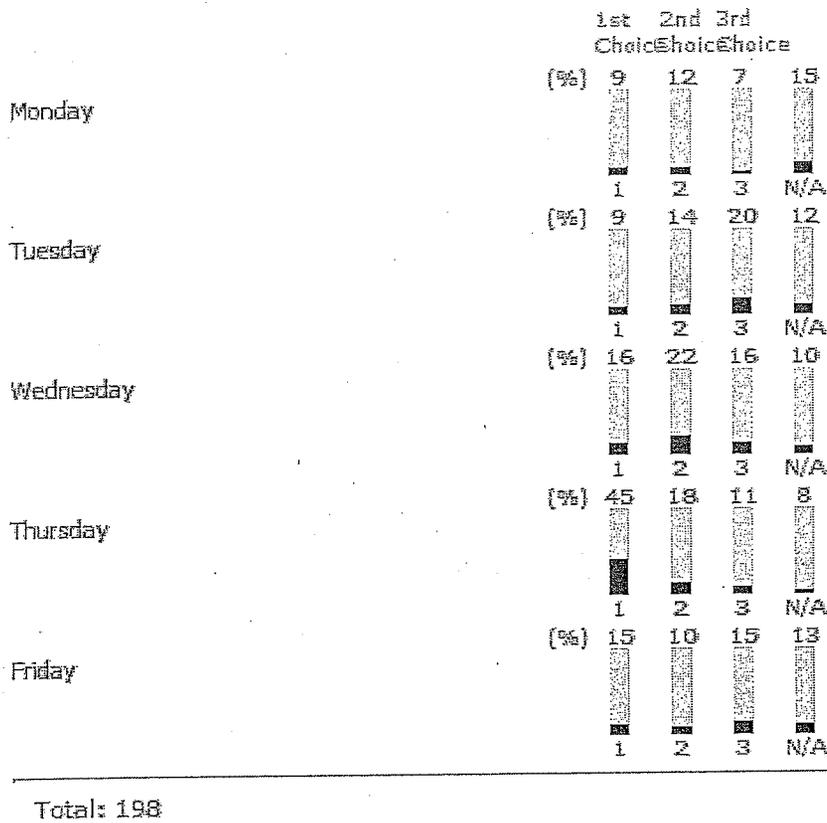
Total: 202

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

b. Attendances:

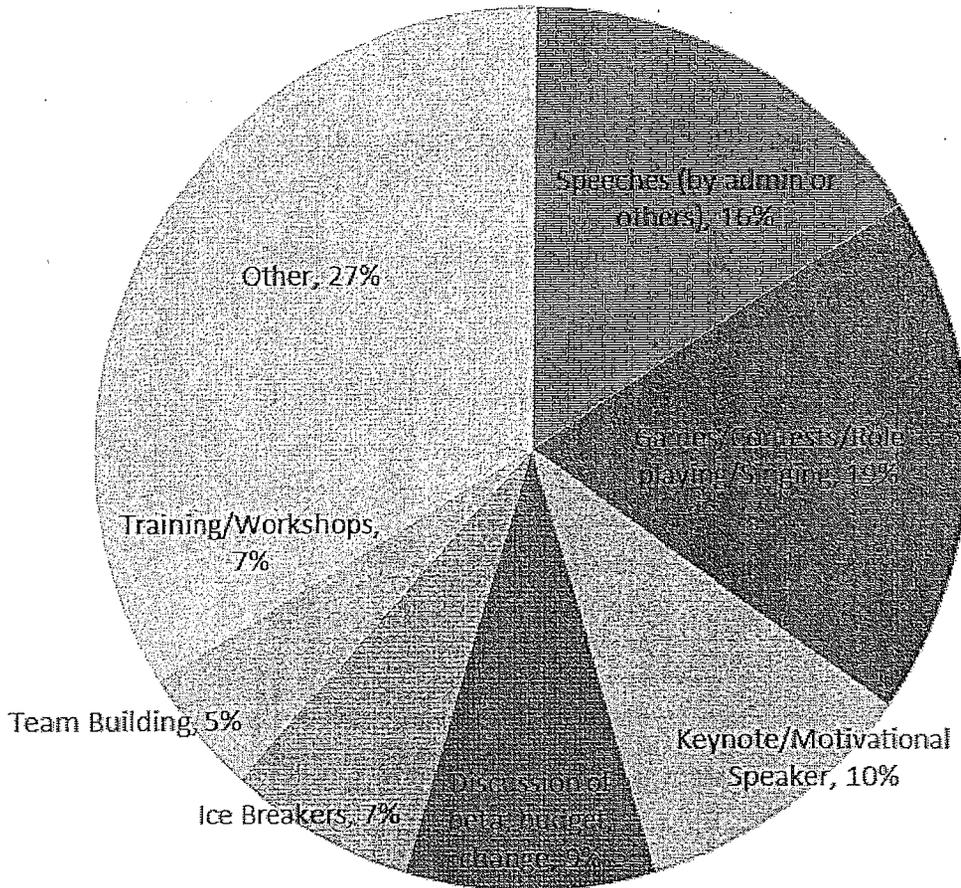


c. Preferred day of the week:



1st overall – Thursday
 2nd overall – Wednesday
 3rd overall – Tuesday

Question: What should NOT be included in Staff Day?



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

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

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

Yes

21 (11%)

No

164 (89%)

Total: 185

Please note: All staff that wanted to be considered as a member of the staff day planning committee were accepted and are listed below.

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

Subject: FW: FW: 2014 State Aid Budget Amendments

From: Philip Abraham [<mailto:pabraham@vectrecorp.com>]
Sent: Monday, January 13, 2014 7:33 PM
To: Tom Shepley; John E. Ulmschneider
Cc: Janis Augustine; Petrina Jones
Subject: 2014 State Aid Budget Amendments

I am pleased to report our 2014 State Aid to Public Libraries budget amendment was introduced at the end of last week in the Senate, by Senator Tommy Norment (R-James City County), and in the House of Delegates, by Delegate Tag Greason (R-Loudoun). As you know, Senator Norment chairs the Education Subcommittee to the Senate Finance Committee that has jurisdiction over State Aid to Public Libraries. Tag Greason was appointed this Session to the Higher Education Subcommittee of the House Appropriations Committee and is a rising leader in the House Republican Caucus. He is very well thought of by the Subcommittee Chair, Kirk Cox, who is a strong supporter of public libraries. The two other new members of the Higher Education Subcommittee of House Appropriations are also very supportive of local public libraries and they are Delegate Ed Scott (R-Culpeper) and Delegate Bob Brink (D-Arlington). In the Senate, Ryan McDougale (R-Hanover) replaces Senator Newman on the Education Subcommittee of Senate Finance as a result of Senator Newman to switch subcommittees. As such, I believe that we are well positioned, with a strong advocacy effort this session, to build on last year's success in the House and Senate. Attached is a copy of the two amendments and a point paper I have prepared on it that is an update from last year's.

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

Handling Lost and Found Items

Policy

The library provides short term storage of lost personal property as a courtesy but does not assume liability for such items or the condition in which they are found. It is the customer's responsibility to contact the library to inquire about lost personal items. Items deemed valuable or sensitive are secured according to the guidelines outlined below.

Guidelines

1. Perishable or personal hygiene items are discarded immediately (i.e. water bottles, ear buds, etc.).
2. Items valued above \$50 and sensitive items (i.e. wallets, keys, jewelry, state-issued forms of identification, cell phones, laptops, credit cards, cash, etc.) are logged and secured in a locked area (see **Logging of and Disposition of Valuable Items** below). An attempt will be made to page the owner if identification is available.
3. Items of clothing, regardless of value, may be discarded for sanitary purposes at the discretion of staff and are exempt from accountability guidelines.
4. All other items are dated and stored in a central location for **one month**, after which unclaimed cash and unclaimed books are handled as donations and other unclaimed items are given to charity or discarded.

Logging of and Disposition of Valuable Items

1. Items valued above \$50 and sensitive items (i.e. wallets, keys, jewelry, state-issued forms of identification, cell phones, laptops, credit cards, cash, etc.) are logged in [make that a link to the log] and secured in a locked area.
2. An email is sent to the branch's management team, alerting managers that the item has been found, logged, and stored.
3. An attempt to contact the item's owner will be made, if possible.
4. Patrons must provide a photo ID to claim valuable and sensitive items.
5. Credit, debit, and gift cards are stored in a locked cabinet for 24 hours. If no contact information for the cardholder can be found, staff may contact the bank to report the lost card, if time permits. After 24 hours, credit, debit, and gift cards are destroyed by cutting through the card number so as to render the card unusable.
6. All other valuable items are stored in a locked cabinet for 30 days, after which they are forwarded to the Property Division, Fairfax County Police Department for disposition. Staff should call the non-emergency number (703-631-2131) and ask for an officer to collect the "found property."

This document has been approved by the County Attorney's Office and reviewed by Risk Management.

The committee that reviewed the procedures was Barbara Peters (TJ), Christine Jones (CE) and both branch coordinators.

Subject: Outline of Topics
Attachments: Fairfax County Public Library Board.docx

From: Armentrout, Kim (LVA) [mailto:Kim.Armentrout@lva.virginia.gov]
Sent: Tuesday, February 11, 2014 12:00 PM
To: Clay III, Edwin S.
Subject: Board information

Dear Sam,

I'm so sorry this is coming to you late; the due date slid right by me. I've attached a tentative outline of topics to cover as we discussed. Please feel free to make changes or clarify as needed.

Here is the link to the additional staffing recommendations we came across in the academic world:
<http://learningspacetoolkit.org/services-and-support/staffing-services/>

I look forward to hearing from you.

Sincerely,

Kim

Kim Armentrout
Public Library Consultant
Library Development and Networking Division
Library of Virginia
800 East Broad Street
Richmond, VA 23219
804-692-3601
804-692-3771 fax

Fairfax County Public Library Board

Outline of Topics

- I. Roles and Responsibilities
 - a. Special local limitations

- II. State Information
 - a. Library Standards
 - b. State aid
 - i. Formula
 - ii. Requirements

- III. Peer library snapshot

- IV. Freedom of Information Act for Trustees

- V. Records Management for Trustees

- VI. The Board and Public Relations – informing the community and local government

- VII. The importance of Board Evaluation

Subject: FW: UPDATE: Yahoo delivery of Library Notices

Importance: High

From: Harvey, Robert
Sent: Friday, February 28, 2014 11:58 AM
To: LIB-BRANCHES; LIB-ADMIN; LIB-TECH OPS
Cc: Rex, Randy R.; Nguyen, Dat
Subject: UPDATE: Yahoo delivery of Library Notices
Importance: High

Everyone, it appears that Yahoo is now allowing all the library email notices to go through. We have been monitoring the returned email and we are back to our normal levels and hearing from customers that they are again receiving their notices. We will continue to monitor and keep you updated, but the issue does appear to be resolved.

Email notices for Yahoo customers, with the exception of hold notices, were being blocked by Yahoo from delivery to our customers for the period of February 10-February 27. We do not know what initiated Yahoo to block the notices when no other email provider has; nothing changed in our email notices.

Only with the assistance of Randy Rex of the DIT Outlook Exchange group and Dat Nguyen, our liaison in DIT, did we find ways to modify our notices to satisfy Yahoo's parameters. A huge thank you to both of them for their help over these two weeks.

A very big thank you to every one of you as well who have been fielding questions and complaints about this issue in person or via phone or email.

I have added an entry to the [LibAnswers](#) page related to email notices that contains some information that may be handy for you as well as our customers. Email is a great service that allowed us the tools and flexibility to provide more information to our customers than would otherwise be possible in a timely fashion with little to no cost. However, we ultimately have very little control over how that information is handled once it leaves us. We have a little over 470,000 users and 86% have email notification. The big providers like Yahoo and Gmail easily represent a quarter of those email addresses each. In some cases Yahoo may provide email service for others that don't use the yahoo.com domain so any problems with a single provider can be far reaching.

Please don't hesitate to contact me with any questions or concerns or suggestions.

Thanks,
Robert

Robert Harvey
Assistant Systems Manager
Fairfax County Public Library
703-324-8334

Subject: FW: Marketing update - 02.28.14

From: Jones, Gwendolyn Anne
Sent: Friday, February 28, 2014 2:43 PM
To: LIB-BRANCH MANAGERS; LIB-BRANCH MANAGERS ASST
Subject: Marketing update - 02.28.14

Hi Everyone,
Here is a rundown of recent marketing initiatives:

- Marketing is in the process of updating the You and Your Child brochure. A draft has been posted on FairfaxNet. Please review and share any suggestions you have for improving the current content.
- A Zinio marketing campaign launches March 1.
 - o Expect a delivery of bookmarks to the branches around March 3.
 - o A digital display slide is available for inclusion in your slideshow.
 - o A poster promoting Zinio is available for download and print on FairfaxNet. (We can send color copies out to those who'd like them.)
 - o Please talk up Zinio to your customers as part of a "word of mouth" campaign.
 - o A news release will go out about the database.
 - o Different databases will be selected periodically for promotion of a similar nature.
- In March, the printed monthly calendar of events returned. Please note that we will no longer be producing "Beyond Books" now that the calendar is back. An opportunity for feedback and suggestions for changes to the calendar will be provided in late spring for implementation in the fall.
- Also in March, the library has secured PSA (public service announcement) ad space inside 20 local metro buses. If you ride the bus, keep a look out for the ads promoting the library's eBook collection.
- Now available - a set of three education-related fact sheets.
 - o Homework Help Grades K-8
 - o Homework Help Grades 9-12
 - o Educator Resources
 - o These fact sheets list resources available at the library to help kids with homework and library resources for educators. We suggest you use these fact sheets at outreach events in the community, school visits and educational/tutoring programs in the branch. A "starter set" of printed fliers will also be sent to the branches.
- 75th Anniversary Update
 - o Commemorative library cards are now available in the branches – please let us know what kind of feedback you are getting.
 - o Visit the anniversary page on the website for information. It will be updated throughout the year. The activity sheets are posted here and you can also link to the photo album on flickr with historical photos from the library's long history; check back all year as we add to it.
 - o A news release has gone out about the anniversary.
 - o Sam Clay was interviewed for county conversations about the library and the anniversary.
 - o Jerilyn Polson will be speaking at the next Friends Forum about the anniversary.

- Geek Boards: Several months ago we collected the branches' Geek boards. At the time, we intended to come up with a great use for them, such as displaying them en masse. Unfortunately, our plans proved untenable and the boards have been gathering dust. If any branch is interested in putting on a display of geek boards, please let us know! The geek boards are wonderful to look at and could be a great display in the right branch. (Please note: the boards aren't labeled by branch, so we can't return specific branch boards.)
- We recently produced a small business fact sheet for a conference that was occurring at the Government Center. It's another handout option for outreach events where you might expect small business owners. They are available on FairfaxNet. Let us know if you'd like us to send some color versions.
- Reminder – we also created the career and job hunting fact sheet.
- The Supervisor District Event Listings – Each month we will send a list of all the events planned in each of the districts in the county to each BOS member with a copy to branch managers in the district and the board of trustee member. You do not need to make these available to customers.
- We hope you're reading the library's blog. Rebecca Wolff, Rebecca Molineaux, Ginger Hawkins and others have been writing them at least once a week sometime twice per week!

We will try to do these marketing updates a little more often, so they aren't as long in the future.

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

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Attachment 20

Friends of the Library Annual Donation Summary

*directed to Library Administration

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

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

Donations by Friends of Chantilly Library

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

Donations by Friends of George Mason Library

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

Donations by Friends of Reson Library

Chk #1895 ADDIT'ONAL E-BOOKS	50,000.00
Chk #1947 PURCHASE ADD'L EBOOKS	50,000.00
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	100,000.00

Donations by Friends of Sherwood Library

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

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Attachment 21

Fairfax County Public Library Board of Trustees

ACTION ITEM

February 12, 2014

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

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

BACKGROUND:

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

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

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

Attached Document:

- (1) Selection of minutes from Technology Committee meetings

MATERIALS CONTROL/ACCOUNTABILITY

Target

By February 1, 1984, the FCPL will have procedures in place in all branches designed to

- . account for each item circulated
- . secure each item's return in a timely and appropriate manner.

Process

A June 1983 simulation of the automation system will tell us how many additional branches can be brought on-line given current automation equipment, i.e., terminals, modems, etc. This simulation will

- . identify those new branches that can be equipped with an automated materials control system,
- . identify those branches that will have to be equipped with a manual materials control system.

Develop branch and departmental budgets based upon whether or not a branch is on-line, to be on-line, or to be manual.

Result

FCPL will have materials control/accountability by February 1, 1984, but dual systems will be in existence: automated and manual.

It is anticipated that this control will increase the System's fill rate as more materials should be available to the public more often.

It is anticipated that our credibility with the public will be heightened.

It is anticipated that circulation staff morale will be greatly enhanced.

Future

By June 1985, all branches will have an automated materials control system.

TECHNOLOGY COMMITTEE MEETING

Dana Mallett, Chair

April 12, 1983

7:30 p.m.

Agenda

1. Review of the History of Automation in FCPL
2. Status of the Automation System
 - a. Regarding Cataloging and Bibliographic Control
 - b. Regarding Circulation Control
 1. Conversion of records
 2. Overdues
3. Proposal regarding bringing all branches on-line resulting in
 - a. Materials accountability
 - b. Overdues generation

ATTACHED DOCUMENTS

1. Automation Chronology
2. ORS Report (1981)
3. Board Action Concerning the "Honor System"

AUTOMATION CHRONOLOGY

The Automated Circulation System we are currently operating is really the culmination of over a decade of effort beginning around 1970 with the Library's investigation of one of the first Automated Library System - the ill-fated check-a-book system. The following milestones occurred in the Library's march toward automation:

- 1972 - COMCAT bid specs written
- 1973 - First COMCAT
- 1974 - Automation Requested
- 1975 - Feasibility Study
- 1976 - Automation RFP (Requested by BOS for pricing)
- 1977 - Final bid specs begun
- 1978 - Automation IFB

Once it was known that automation had been approved and was imminent, there were a number of decisions that had to be made:

- (1) Where would the computer go?

There were two sites under consideration - one in Acquisitions, the other in Cataloging. The Cataloging site was chosen on the basis of Facilities Management's recommendation. They thought the Acquisitions site would prove prohibitive to provide adequate air conditioning due to "dead space."

- (2) How would conversion be done?

Conversion was to be accomplished through the use of CETA employees in combination with regular staff who would be released from overdue work on the manual system (see attachment A). In practice, the CETA Program was terminated by the Federal Government, and the manpower hoped for from dropping the manual overdue system never materialized.

- (3) How would bibliographic data be input?

Bibliographic data already in the catalog was to be converted into the internal format of the computer by DataPhase by obtaining tapes of the data from the catalog vendor. At that time it was Auto-graphics. There were long delays in receiving the converted tapes from DataPhase, and, once received, it had to be redone several times because of programming errors. Input of new materials was another matter. In January, 1980, the Library acquired the Mini-Marc Cataloging System -- a small computer which could retrieve Library of Congress cataloging data off a set of 8-inch diskettes. By mid-1980, a procedure was in operation whereby the Library would send new material to Informatics (the Mini-Marc vendor) on diskette. They would copy it to tape and send it back to be read into ALIS. At

At the urging of Fairfax, Mini-Marc and DataPhase got together in mid-1981 to develop a hard-wired interface, allowing new bibliographic data to go directly into ALIS.

(4) How would the catalog be updated?

The catalog was to be updated by output tapes produced from the ALIS system. These tapes would contain new titles and changes to old titles. While the System was able to produce tapes of the new materials, it was unable to write the change tapes until, at Fairfax County's request, DataPhase modified the output tape program to write out records based on the last date modified. This came about in 1981. Cross-references were to be kept up-to-date by treating them, in the bibfile, as though they were bibliographic records. The Com vendor, who produces the catalog, however, has been unable to accept these records until recently (1983).

(5) Which branches would be brought up? in what order?

Originally, the first four branches were scheduled to be brought online by June 1981. This did not come to pass for the following reasons:

- a) The bibfile was received a year later than expected.
- b) Loss of CETA employees.
- c) Delays in acquiring various equipment, such as air conditioner, terminals, disk drives, etc.
- d) Failure to use effectively the employees freed up by the culmination of manual overdues.

Since the award of the automation contract to DataPhase the following milestones are significant:

1979 - Computer installed.

Although the computer was installed in May, along with a handful of terminals, there were long delays in acquiring the computer air-conditioning unit, preventing the computer from being operated for more than a few hours at a time. Also, the bibfile was not ready to be loaded when expected.

1980 - Bibliographic file loaded

Terminals were available to the catalogers. But until the bibfile was loaded, they could not be used by the catalogers for anything other than training. Once loaded, however, cataloging and conversion could be performed. By mid-year the first branch to go on-line, Lorton, was in operation. By year's end, three more branches had been added to the computer system.

1981 - Branch terminals installed
Although there were already several branches on-line, the bulk of the terminals arrived during the latter half of 1981. Not long after the installation of terminals, conversion was begun in each branch.

1982 - Conversion begun
Although conversion had been going on to an extent ever since the bibfile was loaded, for the first time all branches, as well as cataloging, were now doing conversion.

ESC:dmt

July 18, 1984

CONSIDERATION ITEM ONE

Technology Committee Report - Dana Mallett, Chair

ISSUE. "Technology Update #1"

In my April 18, 1984 report to the Board, I recommended that a "Technology Update" section of the agenda be established. This section to appear occasionally, would contain articles and/or other information on topics of pertinence to the system.

Two articles constitute this first update:

- 1) "Some Economies of Online Searching: Experience at Houston Public Library"
- 2) "Computerizing the Library: A Faster Way to Information"

Because of our recent presentation of Dialog service and the plan to expand access to this service, I felt these pieces to be of particular interest. The article on Houston addresses many of the concerns brought up by Board members regarding online searching.

- . How are charges handled?
- . Is it effective?
- . Can a system drop subscriptions to costly print sources with the introduction of online searching?

I hope you will find this material to be of assistance.

ATTACHED DOCUMENTS: Articles from the Dallas Morning News; and the Public Library Quarterly.

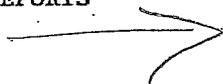
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Peter, Paul and Mary Concert: July 29, 1989. Tickets for the concert were made available to Board members who desired to attend the concert.

Ms. Singer informed the board that she had received two letters of complaint from patrons regarding televisions in the Pohick library. Ms. Singer stated that she did not want to address the issue at this time. Staff was directed to prepare a response to the letter.

Ms. Singer referred to the article regarding latchkey children, and pointed out that using the library as a babysitting service is an issue the policy committee will need to examine. This is becoming a problem, particularly, on snow days. She cited Reston Regional as a potential target in the future.

COMMITTEE
REPORTS



Technology Liaison: Bruce Richards.

Mr. Richards reported on the status of the installation schedule of computer equipment. The hardware for the central computer room has arrived. Due to a missing purchasing order for the Uninterruptable Power Source (UPS) the schedule has been delayed for one month. The purchase order was found and issued on July 18, 1989. The following timeline was presented to the Board:

July 31, 1989	Computer room should be electrified.
August 7, 1989	Receive UPS
August 14, 1989	Install Network
August 28, 1989	INLEX will install software
October 2, 1989	Begin installation of Branch equipment

Mr. Richards explained the conversion process of the bibliographic, item and patron records. Bibliographic records are ready to load onto the new system, and will take about six weeks. A test file will be loaded first for training and testing of software.

Mr. Richards commended the library staff for a remarkable job of creating the item and patron record conversion process. Item and patron records will be converted from scratch using bar codes. Each library will be closed for a short period of time for the conversion. The bar code conversion was chosen because it is universal and inexpensive.

Mr. Richards will present issues to the Board in the future regarding patron information needed for patron records.

COMMENTS

Ms. McChesney asked if we should began work on the bond letters now. When will we set up Friends meetings?

Mr. Clay replied that staff will begin preparing letters for groups in each members district immediately. If there are other groups in addition to the ones already targeted by staff, information should be made available to staff. Meetings with Friends groups will be scheduled within the next two weeks.

Ms. Murphy informed the board of a letter she had received regarding the employee compensation study and asked who would reply to these type of letters? Mr. Clay explained that within the study there was a procedure established by Cornelius O'Kane, Personnel Director, for an appeal. The Office of Personnel will respond to the letters.

ADJOURNMENT:

Upon motion by Sharon Murphy, the meeting was adjourned at 10:00 p.m.

MEMBERS PRESENT:

Irene Burgess
Edwin S. Clay, III
Herbert Doyle, Jr.
Jeanne McChesney
Louise Meade
Sharon Murphy
Bruce Richards
Phylis Salak
Linda Singer

MEMBERS ABSENT:

Gwendalyn Cody
Linda Hunt
Vincent Kashuda

THE PRECEDING MINUTES WERE TRANSCRIBED FROM TAPE PO1 and PO2, WHICH WILL BE STORED IN THE DIRECTOR'S OFFICE FOR A PERIOD OF ONE YEAR BEFORE BEING RECYCLED.

Respectfully submitted:

Approved:

Edwin S. Clay, III
Director of Libraries

Linda A. Singer, Chair
Fairfax County Public Library
Board of Trustees

COMMITTEE
REPORTS

Architecture Committee.

Ms. Burgess reported that she attended a retirement dinner for Rev. William Peterson, St Johns Episcopal Church. Reverend Peterson was presented with a letter from FCPL for his support of the Centreville library. The new Centreville Regional Library was mentioned very favorably and a financial contribution for materials supporting the Centreville Room were given in Reverend Peterson's name.

The Centreville ground breaking is scheduled for early spring. Ms. Burgess and Mr. Clay will meet with Supervisor McConnell on January 9, 1990 to present an update on the plans for the Library.

Policy Committee: Meade.

Ms. Meade urged members who might have an addition to the Policy Committee's agenda or an issue for consideration to please inform her Mr. Clay. The Board consented to meeting on the first Tuesday of the month beginning in February. The January meeting is scheduled for January 9, 1990, 7:30 p.m. at Tysons-Pimmit.

Technology Committee: Richards.

All automation activities continue to be on schedule. Final installation is scheduled for March 7-9 and the system will go online March 10.

COMMENTS

Ms. Cody stated that she had been asked why non-hard cover books are not cataloged. Mr. Clay replied, with the new system all materials will be in the catalog.

Mr. Kashuda inquired if his understanding that the Board would here about the metro library on the 28th of January was correct. Mr. Clay answered, yes.

Ms. Salak directed the boards attention to the last 2 pages in the Board package regarding the grant for Library Information Services, commending staff's effort.

Ms. Salak also mentioned that she had received criticism regarding the displaying of materials and not cataloged items. She then asked what is the library doing about English as a second language and where are the fax machines?

Ms. Singer thanked Ms. Murphy for providing the wonderful cookies and board members for turning out on such a critical date, wishing all a happy holiday.

Newspaper Article - Fairfax Journal

Ms. Salak brought to the Board's attention an article in The Fairfax Journal, written by Virginia Stouffer and James C. Miller III, former budget director under President Reagan, "If N. Va. wants affordable Housing, why do they make it expensive?" Mr. Clay pointed out that the statement in question was, "Developers also have been expected to build schools, libraries, shopping centers and even playgrounds, tennis courts and swimming pools." Ms. Salak felt that the board should express their opinion on the careless topics and careless use of information.

Upon motion by Ms. Meade, seconded by Ms. Salak and unanimously passed it was resolved to write a letter addressing the article under the Chair's name.

CHAIR'S
REPORT

Ms. Singer briefly addressed the VLA Legislative Day, VLA, and ALA memberships and the Board Workshop. The Board workshop will be held on February 28, 1990, Greenbriar Corporate Center at ~~7:30~~ ^{6:30} p.m.

COMMITTEE
REPORTS

Employee Compensation Committee - Doyle

Mr. Doyle reported that the Employee Compensation Committee met and reviewed the history and problems concerning the County's standardized work week. As a result of this meeting the committee presented a statement for Board approval. (attached)

Ms. Salak moved that the statement be adopted and disseminated, seconded by Ms. Cody and unanimously carried.

Technology Committee: Richards

March 10, 1990 continues to be the goal for the new automation system to go online. Equipment installation continues to be on schedule; 90 percent of branch equipment has been received and inventoried; and terminals have been installed in the backrooms of Reston, Herndon, Burke Centre, Kings Park, Pohick and Patrick Henry with the balance to be installed on tomorrow.

COMMENTS

50th Anniversary - Mr. Clay informed the Board, on February 18, from 2:00-4:00 p.m., at Kings Park Library FCPL would host its 50th anniversary history book party. Also, on February 18, at 3:00 p.m., FCPL Friends of Music will premier at George Mason Regional Library.

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4. Renaming Libraries - Will discuss at the May meeting on Wednesday, May 2, 1990.

Technology Committee: Clay

Automation transfer took place on the March 8, 9 & 10. There are problems, but by and large the system is working well. The transition was fairly transparent to our public. Staff efforts and support from vendors during this transition have been superior.

COMMENTS

Ms. Heade reminded Board members of the Lorton Grand Opening on April 7th.

Ms. Gersic stated she would be meeting with group to answer questions regarding Great Falls, April 16, 1990.

Ms. Hunt stated Fairfax County Public Schools received a 13% increase in funding for resources.

Ms. Singer commented on the increased usage of copiers during the tax season.

Ms. Hunt thanked Board Members for participating in the Bingo Trivia.

Mr. Kashuda invited all members to attend the Richard Byrd anniversary celebration.

ADJOURNMENT:

The meeting was adjourned at 9:30 p.m.

The Board delayed confirmation of Herndon-Fortnightly Community Library and Great Falls Community Library.

Correction

Ms. Burgess submitted ^{Professor} Ormond Stone and Centreville Regional Library as possible names for the Centreville Library for Board approval.

Upon motion by Ms. Burgess, seconded by Mr. Doyle and unanimously carried, it was RESOLVED to name the Centreville library the Centreville Regional Library.

On behalf of the graduating seniors of Fairfax County, Ms. Murphy presented a certificate to FCPL for books donated as gifts to the students.

COMMITTEE
REPORTS

Budget Committee: Ms. Meade
No report was given. A meeting date will be scheduled prior to the September board meeting.

Planning Committee: Mr. Kashuda
The Planning Committee will meet on July 10, 1990, 2:00 p.m., at George Mason Regional Library

Technology Committee: Mr. Richards
Mr. Richards reported no new problems have occurred with the disc drive and it is working well. Staff has experienced some communications problems. Board members will be notified if the Committee needs to meet.

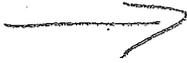
COMMENTS

Ms. Burgess commented on the success of the Centreville groundbreaking and thanked Sharon Murphy, Linda Singer and Sam Clay for their attendance.

Ms. Hunt expressed her appreciation for the report on the summer Reading program, and informed the Board of the many wonderful comments she has received from the School librarians regarding the children's librarians of the Public library.

ADJOURNMENT

Meeting was adjourned at 9:30 p.m.



FCPL and the NIMDA Virus.

The County closed its network on September 28 because of the infiltration of the NIMDA virus. All systems that operated on any Microsoft servers with the County were affected. Inlex was still available. There was very minimal catalog access, which was a trial for staff.

Every PC in the Library and in the County was disconnected from all servers. Every PC was touched about four times in the clean-up process. The Department of Information Technology coordinated teams to go to each library, cleaning PCs and software, using anti-viral software, which took about 30 minutes per PC. All machines in the libraries were cleaned up by October 2. Restoration of Internet services came to some branches October 2. The Library has about 400 public PCs and 600 PCs for staff. We still have a number of machines in the branches that need attention, and DIT is working feverishly to get to each branch and clean up the staff machines and to restore each public access machine and each public service machine to full functionality.

Ms. Goodwin stated that everyone has been working very hard; she can't say enough about staff's ability to cope with the situation.

The Chair commended staff for their patience.



Following Roger Sudduth's expressed concern about what we would do next time this happens, and his inquiry of, "Why have Internet if it's going to put us out of business?" Chair Charles Fegan appointed an ad hoc Technology Committee, with Roger Sudduth as Chair. Randy Bellows and Susan Thorniley will also serve on this committee.

Reston Regional Library/ATM.

The ATM went active last Thursday, in time for the Reston Friends book sale.

Branch Personnel Changes.

Rita Toscano, presently Branch Manager at Kings Park Library, will be the new Branch Manager at the Tysons-Pimmit Regional Library. Carolyn Koehler, currently Branch Manager at Patrick Henry Library, will be the Branch Manager at Pohick Regional Library. These appointments create other vacancies, and we have asked for interest in lateral transfers. Five individuals are interested in the three positions and will be interviewed. Ms. Goodwin commented that the System is fortunate to have such talent in its libraries.

Library Board Minutes
November 14, 2001

Foundation
Log

Bobbi stated that she was very excited about the new members of the Library Board that are coming on. She has been working with the United Fund Campaign and indicated that there are a number of the same players on the Foundation Board and she has gained many contacts in the County.

Mr. Fegan asked each member of the Library Board to introduce themselves and indicate what district they represent which they did. He told Bobbi to feel free to call upon the Board as needed.

COMMITTEE
REPORTS

Budget Committee: Herbert Doyle, Chairman.

Mr. Doyle reported that nine of the twelve Board members met just prior to this meeting regarding the budget cuts. After much discussion, the committee approved the budget cuts recommended by the staff. This will mean that the libraries are closed on four extra Sundays, saving \$29,139, and that \$762,250 has been cut from the materials budget plus money budgeted for materials processing, HP hardware maintenance, furniture and equipment, totaling \$275,693, and E-rate money will be used to cover some of the cut. The total amount is \$1,367,053. Mr. Doyle moved that the Board accept the recommendation. Joyce Andrews seconded the motion.

Discussion. Mr. Sickles asked when this cut would take effect. Mr. Clay answered in the third quarter that starts in January. Mr. Sickles asked if there was any chance that this might not happen. Mr. Clay answered no. If we make more cuts next year this could lower our base. Mr. Fegan called the vote and the motion passed.

Mr. Sickles reported that there is an event tomorrow night at Alice and Ken Starr's home for Foundation Board members and the new Advisory Board to discuss the New Century Fund. It is an opportunity to revitalize the Board.

Ad Hoc Technology Committee, Roger Sudduth.

Mr. Sudduth reported that he would briefly summarize the meeting with the Fairfax County Department of Information Technology. He met with Wanda Gibson, Chief Technology Architect and Director of the Department of Information Technology, and Steve Brundage, Head of Security for DIT, Charles Fegan, Sam and Marianne Gearhart. Mr. Sudduth had a computer expert, Mr. Tom Rodes, along with him. We only received a partial answer to our set of questions and we are waiting for the rest of the information.

The security of the system was discussed and the conversation was general discussion. It was candid in that Ms. Gibson explained how NIMDA got the drop on the County. They took the systems off line. How long they waited, well it was like watching a fire.

Library Board Minutes
November 14, 2001



The County has a difficult situation from a security perspective. That is that the networks are a conglomeration of networks or a kluge of networks. There is constant change as a result of NIMDA. There was a revitalization of the domain, of extending the domain where it wasn't extended before. These are all actions that the security people have to fight with. They are not in a particularly good profile. There's not a consistent architecture to the methods; there's not a consistent platform for servers and desktops; and, there's not a consistent virus management in place. You can't get to a consistent virus management without having consistent architectures and platforms because it's too hard. Ms. Gibson referred to the fact that they have people still on 95, others on 98, some on NT and there are people on 2000.

What I suspect from that discussion is that there's a platform refreshment program that responds to the contributions of the various offices. And the platforms are refreshed on the basis of that and you are never going to catch it because the high-powered users are going to insist on Windows and Windows XP, they are going to push the platform and the low powered users are going to drag the tail of the platform. That technology creep, unless something is done by the Board of Supervisors, is going to continue, which makes it extremely difficult to invoke a system wide security policy. There needs to be constant monitoring of that process to see that there isn't an interruption of the automatic controls. I hope that we present to the Board a plan of recommendations of things to be done. Certainly one of them is that we get out of the continuing technology creep where you wait for each department that is essentially responsible for their own refreshing to the extent that they want to continue. It needs a different look. Take one section of the County and put them on the high level and take the other section and put them on the old —level and keep them there until you can afford to upgrade. You can handle domains more automatically than you can handle everybody having all this variety. They are working on moving the Internet to a separate serve. That has to be done.

Several people on the Board thanked him.

Stephanie Abbot asked if we could isolate our system?

Mr. Sudduth answered that was one option, but that is not as easy as you think because there are several different ways that can be done.

Meaghan Kiefer asked how we can institute something to isolate our system? Mr. Sudduth stated that we may have some options for our own activity and we may just have some recommendations that the Board of Supervisors will have to take a look at.

Fairfax County Public Library Board of Trustees

ACTION ITEM

February 12, 2014

ISSUE: To establish a customer Code of Conduct for Fairfax County Public Library

RECOMMENDATION: Library staff recommends adopting a Code of Conduct for customer behavior

BACKGROUND: Fairfax County Public Library would like to establish a Code of Conduct for use in library buildings to help guide and define acceptable behaviors in our spaces. The goal is to ensure all library customers have a respectable and courteous environment as they use Fairfax County Public Library.

The draft Code of Conduct was developed by a committee of library staff, including branch managers. The draft language has been approved by the County Attorney's Office and is similar in scope to many neighboring jurisdictions including Arlington, District of Columbia, Loudoun, Montgomery and Prince William Public Libraries.

Attached Document:

- (1) Code of Conduct

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
- Alcoholic beverages and illegal drugs
- Smoking and use of tobacco products

- Boisterous 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)

January 2014

Attachment 23

ACTION ITEM

February 12, 2014

ISSUE: Request to Defer Delinquent Accounts in Excess of \$500 to the Department of Tax Administration for Additional Enforcement Opportunities

RECOMMENDATION: Library staff recommends deferring accounts in excess of \$500 for additional collection efforts.

BACKGROUND: The Department of Tax Administration (DTA) is the department assigned with oversight of all County receivable programs and routinely conducts reviews of all outstanding accounts countywide. In working with FCPL on our accounts recently, it has been noted that our accounts are purged after 24 months leaving behind "dead" accounts that could be considered "high-balance". DTA has offered to assist FCPL in the collection of high-dollar accounts outside of our normal collection process and reminds us of our due diligence in collecting all funds due to the county. In keeping with our customer service philosophy, our collection methods may be viewed as less proactive as compared to other agencies since our customers are comprised of a cross-section of citizens and could even include children.

Primarily, library overdue accounts are comprised of very small dollar values but can grow larger in the event that materials are lost. As of December 13, 2013, FCPL has 40 accounts over \$500 with an average value of \$667. Of these, 3 accounts will be written off by January 31, 2014, if they are not collected- restoring these users their full privileges.

The Department of Tax Administration has offered to provide their enforcement tools to FCPL to collect these delinquent accounts. While they possess enforcement tools that are unavailable to FCPL, they can work with us on several options, such as:

- Issuing strongly worded letters that include language such as the threat of bank and wage liens and the marking of financial credit records (which has been approved by the County Attorney;
- After 30 days of non-payment legal action can be initiated on a case by case basis, most usually in the form of a bank lien which can be released if remuneration is made prior to the elapse of the specified time period (generally 15 days);
- Payment plans can be established.

It should be noted that this service will be free to FCPL but will require a report to be generated routinely to provide DTA with the information required to conduct their process.

Attached Document:

- (1) List of Accounts Greater than \$500

22769102612392	\$	760.90
22769104172262	\$	584.14
22769104210013	\$	519.51
22769104305987	\$	518.99
22769104376996	\$	1,220.26
22769104381368	\$	552.81
22769104471508	\$	519.64
22769104534289	\$	517.36
22769104855767	\$	523.18
22769104873711	\$	768.79
22769105160456	\$	1,680.16
22769105208883	\$	609.33
22769105287887	\$	541.23
22769105321934	\$	512.06
22769105423854	\$	725.08
22769105444488	\$	576.69
22769300131534	\$	546.83
22769300168445	\$	893.19
22769300211211	\$	562.78
22769300245367	\$	623.88
22769300397416	\$	1,066.69
22769300404964	\$	561.84
22769300493272	\$	610.30
22769300505984	\$	768.94
22769300507287	\$	663.73
22769300513491	\$	578.37
22769300527087	\$	921.55
22769300680920	\$	552.57
22769300706475	\$	583.72
22769300720476	\$	551.60
22769300746026	\$	596.08
22769300769473	\$	509.41
22769300772188	\$	883.34
22769300823874	\$	517.49
22769300944035	\$	619.10
22769400089178	\$	587.18
22769400454638	\$	522.58
22769401116301	\$	603.08
22769401425910	\$	612.04
22769401726166	\$	596.47
	\$	26,662.89
	\$	666.57

Fairfax County Public Library

FY 2014
&
FY 2015

DIVERSITY PLAN



County of Fairfax, Virginia

MEMORANDUM

DATE: January 14, 2014

TO: Kenneth Saunders
Director, Office of Human Rights and Equity Programs

FROM: Edwin S. Clay, III *ESC*
Library Director

SUBJECT: FY 2014 and FY 2015 Agency Diversity Plan

The Fairfax County Public Library FY 2014 and 2015 Diversity Plan is enclosed for your review. As in previous years, the Library will continue its strong commitment to the Equal Employment Opportunity/Diversity Plan.

If you have further questions, please do not hesitate to call me. I can be reached at 703-324-8308, or you can contact Janis Simmons, Assistant Library Human Resources Manager, at 703-324-2291.

Cc: Janis Simmons, Library Human Resources

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FAIRFAX COUNTY PUBLIC LIBRARY

*FY 2014
&
FY 2015*

DIVERSITY PLAN

“To create and maintain a balanced and diverse work force within Fairfax County Public Library by providing employment and advancement opportunities for people without regard to their race, religion, gender, national origin, age, disability, genetic information, veteran’s status, color, creed, political or union affiliation, marital status, sexual orientation or because of any other characteristic associated with discrimination.”

-Diversity Committee

FAIRFAX COUNTY PUBLIC LIBRARY

Policy Statement on Diversity

It is the policy of the Fairfax County Public Library to ensure equal opportunity and advancement opportunities for all qualified individuals, particularly those who historically have been discriminated against because of their age, race, religion, sex, color, national origin, religion, disability, genetic information, disabled veteran's status, marital status, political and union affiliation and creed. The existing employment policies and practices of the Fairfax County Public Library Board of Trustees and the Library Administration are in conformance with Title VII Civil Rights Acts of 1964, as amended by the Equal Opportunity Act of 1972, Executive Order 11246, the Americans with Disabilities Act (ADA) Amendments Act and all other Federal laws and Commonwealth of Virginia and County of Fairfax Codes, statutes and personnel regulations which prohibit discrimination.

Additionally, acts of retaliation as defined in Section 17.3-2 of the *Fairfax County Personnel Regulations* are prohibited. The Fairfax County Public Library also complies with Fairfax County Standards of Conduct. The Library requires that all employees treat individuals with respect, courtesy and tact regardless of age, race, veteran's status, color, religion, sex, national origin, marital status, disability or sexual orientation.

The Library complies with the Americans with Disabilities Act (ADA) Amendments Act and ensures reasonable accommodation. During FY 2013 the Fairfax County Public Library received six requests and approved an estimated three hundred ten dollars for reasonable accommodation under the ADA Amendments Act.



EDWIN S. CLAY, III, DIRECTOR

DIVERSITY COMMITTEE, FY 2013
FAIRFAX COUNTY PUBLIC LIBRARY

Position	Name	Membership Status	Term	Selection
Director	Sam Clay	Ex Officio	Permanent	Standing
Branch Coordinator	Debbie King	Chair	Permanent	Standing
Assistant Human Resources Manager	Janis Simmons	Co-Chair	Permanent	Standing
Training Coordinator	Danielle Hopson	Standing Member	Permanent	Standing
Volunteer Coordinator	Erin Chernisky	Ad Hoc	Permanent	Standing
Branch Representatives	The agency's formal Diversity Committee with branch representatives ceased in 2010 due to a massive Reduction in Force of library employees. Permanent Members continued to meet to keep the Library's commitment to diversity in the forefront and to revamp the current structure and focus.			

SEXUAL HARASSMENT POLICY STATEMENT FAIRFAX COUNTY PUBLIC LIBRARY

Purpose of this Statement

The purpose of this statement is to state clearly that the Fairfax County Public Library prohibits sexual or gender harassment and to set forth procedures, by which allegations of sexual or gender harassment may be filed, investigated and resolved.

Policy Statement

Sexual or gender harassment of Library staff, whether by supervisors, coworkers or members of the public is unacceptable behavior and will not be tolerated or condoned. Sexual or gender harassment is a violation of the Civil Rights Act of 1964 as amended and a prohibited practice in Fairfax County. All supervisors will be held accountable for preventing this type of conduct and are charged with the responsibility to investigate complaints, observe due process, inform higher level managers and take appropriate action to remedy the situation.

Definition

Sexual or gender harassment is defined by the Equal Employment Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This behavior constitutes sexual or gender harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of Sexual or Gender Harassment

- Sexual propositioning
- Sexual innuendo
- Suggestive comments
- Sexually oriented "kidding" or "teasing"

- Jokes about gender-specific traits
- Foul or obscene language or gestures
- Display of foul or obscene printed or visual material
- Physical contact, such as patting, pinching, or brushing against another's body

Responsibilities of the Library Director

The Library will maintain a working environment that is safe and secure from occupational hazards including sexual harassment. Any intrusion into the work place of any element that can cause undue interference with an employee's performance of assigned duties will not be tolerated.

The Library will immediately investigate and will move to have any such incident resolved, or such a condition removed from the work place.

Statement of Action

1. Individuals who experience sexual or gender harassment should make it clear to the offending person that such behavior is offensive to them and upon its occurrence or repetition, bring the matter to the attention of their immediate supervisor.
2. Information and advice about sexual or gender harassment may be obtained by contacting the Equity Programs Division or agency designated personnel. Every precaution will be taken to ensure confidentiality at the informal information gathering stage.
3. The employee should report the incident to his/her immediate supervisor or to the department head for appropriate action. Supervisors or department heads will immediately deal with any act of sexual or gender harassment of which they become aware. If the harassment is by the employee's immediate supervisor, the employee should report it to that supervisor's superior.
4. An employee may take advantage of the formal grievance procedure in resolving a complaint.
5. In dealing with complaints of sexual or gender harassment, due process will be observed and the rights of all parties will be protected.

Violations

Any staff member or supervisor who violates this policy will be subject to discipline up to and including discharge. Members of the public who are guilty of harassment will face legal consequences.

No Reprisals

There will be no retaliation against employees who report instances of sexual or gender harassment.



EDWIN S. CLAY, III, DIRECTOR

GLOSSARY

(Definitions of Frequently Used Terms from Fairfax County Diversity Plan)

AFFIRMATIVE ACTION

A planned aggressive, coherent, management program to provide for equal employment opportunity. It is implemented through specific actions in recruitment, hiring, promotion, upgrading and similar areas that will remove barriers to equal employment opportunity.

CULTURAL DIVERSITY

Those human qualities that are different from our own and outside the group, to which we belong, yet present in other individuals and groups. Qualities along one or several dimensions, such as age, ethnicity, gender, physical abilities, and race, which make us different from others.

INDIVIDUAL with a Disability

Any individual who has a physical or mental impairment which substantially limits one or more of the individual's major life activities; has a record of such impairment; or is regarded as having such impairment.

DISCRIMINATION

Any act which adversely affects the pay, status or working conditions of an employee, or any act which adversely affects an applicant for employment or a former employee seeking reinstatement, reemployment or reappointment, where such act is based upon the employee's or the applicant's race, religion, gender, cultural origin, age, disability, color, creed, political and union affiliation, or marital status.

DIVERSITY

People who bring a variety of abilities, background, beliefs, perspectives, styles, and values as assets to the Fairfax County Public Library.

DIVERSITY PLAN

A program designed to achieve equal employment opportunity and workforce diversity through a results-oriented plan targeted to meet the goals set forth in action steps.

EQUAL EMPLOYMENT OPPORTUNITY

Describes a condition in which all applicants for employment and all existing employees are treated fairly, and in which the employer does not discriminate against any group or individual on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation. The concept is not limited to hiring practices. Equal Employment Opportunity is concerned with every aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion and separation. Such activities are based solely on individual merit and fitness of applicants and employees related to the specific jobs.

GOALS AND TIMETABLES

Numerical projections to correct areas of employee under-utilization. Goals and timetables are not quotas.

RECRUITING

A recruitment program designed to attract minorities, females and individuals with disabilities through the use of the media, organizations, schools, colleges, and other sources with a high minority and/or female population and/or people with disabilities.

REASONABLE ACCOMMODATION

Changes in the physical workplace, job duties or conditions of employment, which would enable a person with a disability to perform the work.

SEXUAL ORIENTATION

The direction of one's sexual interest toward members of the same, opposite, or both sexes.

NARRATIVE OVERVIEW

The reduction of staff in FY2010 and FY2011 forced the Library to cease its traditional Diversity Committee meetings and focus on an inclusive method of accomplishing its commitment to diversity. The Library began focusing its Diversity Plan efforts on recruitment, retention and the development of its current merit and exempt staff. Agency activities include systemic recruitment efforts, staff retention strategies and continuous staff development opportunities and funds. These efforts allow the Library to create and maintain a balanced and diverse work force to meet the mission, vision, and values of the Fairfax County Public Library (FCPL).

Historically, the Library has had an overutilization of females in the category of White in the Official/Administration, Professional, and Technician categories due to the large percentage available in Fairfax County's labor market area and the applicant pool for the positions.

In our Paraprofessional and Office/Clerical categories, the Library continues to have an overutilization of females in the category of White and Asian Pacific Islander due to the large percentage available in Fairfax County's labor market area and the applicant pool for the positions.

Our entry-level exempt Page staff, included in the Office/Clerical categories, has a high percentage of diversity and has been the agency's pipeline to fill entry-level merit positions. In FY2013, the Library began its successful Customer Service Assistant (CSA) program. The Library hired merit and exempt Library Information Assistants to fill these CSA positions as a hybrid to assist in both the Circulation and Information departments.

Agency Recruitment, Retention and Development activities include the following:

Provide funds for continuing education, undergraduate and MLS programs

- FCPL continues to participate in the COG agreement with the Catholic University of America to provide a 50% tuition reduction to staff pursuing the MLS at CUA.
- Library Foundation provides funds for continuing education for merit and exempt staff and volunteers.
- George Mason Friends Professional Development Funds are given to merit employees for non-county sponsored training and degree programs.

Promote and support the agency and County employee development resources and initiatives

- In FY2012, Individual Development Plans (IDP's) were introduced to all FCPL management teams as an employee development tool.
- In FY2014, the County's new Performance Management Process began which included employee development plans, to include IDPs and Career management plans.
- The department adopted the "Expectations for the Well Run Branch", with clear performance expectations. Among other expectations, the branches were evaluated whether they:
 - Supported participation in staff development and learning opportunities (webinars, instructor led, E-learning, on the job, cross training, etc.).
 - Provided opportunities to share and apply knowledge and skills gained from training.

FY 2014 and FY2015 ASSESSMENT OF FY 2013 PROGRESS IN
DIVERSIFYING THE WORKFORCE ACHIEVEMENT OF
EMPLOYMENT GOALS

Form 2
Page 4 of 4

- o Mentored staff and encouraged the use of Individual Development Plans.

Establish Career Planning Initiatives

- Before the introduction of the County's STRIVE program, the Library had created career management programs to develop staff and make them competitive for promotions. These initiative included:
 - o Circulation Mentoring Program - developed a pipeline of confident and prepared exempt Page staff and volunteers able to compete to fill vacant merit Library Aide positions. This program has demonstrated success with the increase in competent exempt diverse staff being promoted to merit positions.
 - o Career Management Program - developed to coach, mentor and prepare staff to increase their knowledge and confidence to compete for management or other library positions. Career development activities were coordinated through this initiative using agency resources, coaching, group-mentoring, participant feedback and Branch Manager knowledge-transfer.

OFFICIAL/ADMINISTRATION

[Director, Deputy Director, Associate Director, Management Analyst IV]

Of two (2) professionals appointed to merit positions filled in FY 2013, minorities filled zero (0).

PROFESSIONALS

[Administrative Associate, Archivist, Assistant Archivist, Communication Specialist, Library Program Coordinator, Librarian, Library Branch Coordinator, Management Analyst, Volunteer Services Program Manager]

Of nineteen (19) professionals appointed to merit positions filled in FY 2013, minorities filled two (2).

TECHNICIANS

[Administrative Assistant V, Administrative Assistant IV, Archives Technician, Graphic Artist, Internet/Intranet Architect, Library Assistant, Library Associate, Library Information Assistant]

Of forty-three (43) professionals appointed to merit positions filled in FY 2013, minorities filled ten (10).

PARAPROFESSIONALS

[Library Aide]

Of eleven (11) professional appointed merit positions filled in FY 2013, minorities filled seven (7).

OFFICE/CLERICAL

[Administrative Assistant I, Administrative Assistant II, Administrative Assistant III, Library Page, Supply Clerk]

Of fifty (50) professional appointed merit positions filled in FY2013, minorities filled thirty-four (34).

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PLANNED ACTION STEPS FOR FY 2013

ACTION ITEM	TARGET DATE	RESULTS
Distribute copies of the FY 2013 & FY 2014 Diversity Plan to all branches and departments highlighting key findings	Fall 2012	Completed
Update Language Access List	December 2013	Ongoing
Include language skills as a preferred qualification in advertisements for appropriate public service positions.	Ongoing	Ongoing
Ensure that all merit position interview panels have attended the County's mandatory interview training by January 2012.	Ongoing	Ongoing
Ensure that a question related to diversity is included in interviews for management positions.	Ongoing	Ongoing
Review effectiveness of interview questions and recommend changes as needed. Evaluate questions related to diversity.	Ongoing	Ongoing
Facilitate employee attendance at conferences, meetings, seminars, training sessions and other professional development activities.	Ongoing	Ongoing
Manage effectiveness of Agency's Employment, Retention and Development initiatives.	Ongoing	Ongoing

PLANNED ACTION STEPS FOR FY 2014 & FY2015

ACTION ITEM	TARGET DATE	RESULTS
Distribute copies of the FY 2014 & FY 2015 Diversity Plan to all branches and departments highlighting key findings	Spring 2014	
Update Language Access List	December 2014	
Include language skills as a preferred qualification in advertisements for appropriate public service positions.	Ongoing	
Ensure that all merit position interview panels have attended the County's mandatory interview training.	Ongoing	
Ensure that a question related to diversity is included in interviews for management positions.	Ongoing	
Review effectiveness of interview questions and recommend changes as needed. Evaluate questions related to diversity.	Ongoing	
Facilitate employee attendance at conferences, meetings, seminars, training sessions and other professional development activities.	Ongoing	
Manage effectiveness of Agency's Employment, Retention and Development initiatives.	Ongoing	

FY 2014 and FY 2015 Office of Human Rights and Equity Programs' Diversity Plan.
 Requests for ADA Reasonable Accommodations, June 30, 2012-December 31, 2013

Check Column That Applies

Item #	Date	Description of Accommodation Requested	Approved/Denied	Cost	Employee	Citizen	Applicant
1	1/31/2013	Avoid certain eating areas, eat on a set schedule, avoid contact with food allergens, limited driving	Approved	\$0	X		
2	2/25/2013	Schedule that requires working time restrictions	Approved	\$0	X		
3	3/21/2013	Specific workday off per week	Approved	\$0	X		
4	6/12/2013	Sign language interpreter for a job interview	Approved	\$210			X
5	10/2/2013	Customer was denied access to a library book sale due to being in a wheelchair.	Approved	\$0		X	
6	10/16/2013	Requests a hands-free headset telephone	Approved	\$80.00	X		

FULL TIME MERIT EMPLOYEES

ACTOR SIGNATURE

JOB CATEGORY	MALES					FEMALES					TOTAL IN JOB CATEG		
	TOTAL MALES	WHITE (A)	BLACK (B)	HSPNC (C)	AMER INDIAN ALASKN (D)	ASIAN PA ISLANDR (E)	TOTAL FEMALE	WHITE (G)	BLACK (H)	HSPNC (I)		AMER INDIAN ALASKN (J)	ASIAN PA ISLANDR (K)
OFFICIAL/ADM	5												
PERSON IN JOB CATEGORY	0	0	0	0	0	0	5	0	0	0	0	0	0
% AVAIL IN EFF LABOR MKT AREA		29.8	12.8	2.5	0.0	7.0	21.7	17.5	4.2	0.0	0.0	4.5	
IDEAL NUM FOR BAL WORKFORCE	2.6	1.5	0.6	0.1	0.0	0.4	2.4	0.9	0.2	0.0	0.2	2.4	
UNDER(OVER) UTILIZATION	2.6	1.5	0.6	0.1	0.0	0.4	(2.6)	0.9	0.2	0.0	0.2	2.4	
PROFESSIONALS	101												
PERSON IN JOB CATEGORY	17	15	0	0	0	2	84	72	7	3	0	2	14
% AVAIL IN EFF LABOR MKT AREA		13.3	11.0	2.4	0.0	3.8	28.1	27.4	7.3	0.0	0.0	6.6	
IDEAL NUM FOR BAL WORKFORCE	30.7	13.4	11.1	2.4	0.0	3.8	70.2	28.4	27.7	7.4	0.0	6.7	59.1
UNDER(OVER) UTILIZATION	13.7	(1.6)	11.1	2.4	0.0	1.8	(13.8)	(43.6)	20.7	4.4	0.0	4.7	45.1
TECHNICIANS	87												
PERSON IN JOB CATEGORY	20	11	6	2	0	1	67	46	8	1	1	11	30
% AVAIL IN EFF LABOR MKT AREA		15.5	9.4	2.8	0.0	4.5	29.4	22.2	8.7	0.0	0.0	7.4	
IDEAL NUM FOR BAL WORKFORCE	28.0	13.5	8.2	2.4	0.0	3.9	58.9	25.6	19.3	7.6	0.0	6.4	47.8
UNDER(OVER) UTILIZATION	8.0	2.5	2.2	0.4	0.0	2.9	(8.1)	(20.4)	11.3	6.6	(1.0)	(4.6)	17.8
ROUHC/BRVCS	0												
PERSON IN JOB CATEGORY	0	0	0	0	0	0	0	0	0	0	0	0	0
% AVAIL IN EFF LABOR MKT AREA		32.4	19.3	6.3	0.0	5.6	16.0	13.9	4.5	0.0	0.0	2.0	
IDEAL NUM FOR BAL WORKFORCE	0	0	0	0	0	0	0	0	0	0	0	0	0
UNDER(OVER) UTILIZATION	0	0	0	0	0	0	0	0	0	0	0	0	0

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 DIRECTOR SIGNATURE

JOB CATEGORY	MALES						FEMALES						TOTAL IN JOB CATEG
	TOTAL MALES	WHITE (A)	BLACK (B)	HSPNC (C)	AMER INDIAN ALASKN (D)	ASIAN PA ISLANDR (E)	TOTAL FEMALE	WHITE (G)	BLACK (H)	HSPNC (I)	AMER INDIAN ALASKN (J)	ASIAN PA ISLANDR (K)	
A-PROF	30												
PERSON IN JOB CATEGORY	3	2	0	0	0	1	27	14	2	1	0	10	14
% AVAIL IN EFF LABOR MKT AREA		11.4	9.2	2.7	0.0	3.0		27.4	27.7	11.1	0.0	7.6	
IDBAL NUM FOR BAL WORKFORCE	7.9	3.4	2.8	0.8	0.0	0.9	22.1	8.2	8.3	3.3	0.0	2.3	18.4
UNDER (OVER) UTILIZATION	4.9	1.4	2.8	0.8	0.0	(0.1)	(4.9)	(5.8)	6.3	2.3	0.0	(7.7)	4.4
MIN SUPPORT	18												
PERSON IN JOB CATEGORY	2	1	1	0	0	0	16	8	1	2	0	5	9
% AVAIL IN EFF LABOR MKT AREA		7.1	5.5	2.6	0.0	3.3		32.4	26.6	12.8	0.0	9.7	
IDBAL NUM FOR BAL WORKFORCE	3.4	1.3	1.0	0.5	0.0	0.6	14.6	5.8	4.8	2.3	0.0	1.7	10.9
UNDER (OVER) UTILIZATION	1.4	0.3	0.0	0.5	0.0	0.6	(1.4)	(2.2)	3.8	0.3	0.0	(3.3)	1.9
ILLED CRAFT	0												
PERSON IN JOB CATEGORY	0	0	0	0	0	0	0	0	0	0	0	0	0
% AVAIL IN EFF LABOR MKT AREA		43.0	29.9	12.1	0.0	8.7		2.1	2.5	0.8	0.0	0.8	
IDBAL NUM FOR BAL WORKFORCE	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
UNDER (OVER) UTILIZATION	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0	.0
IV/MAINT	2												
PERSON IN JOB CATEGORY	1	1	0	0	0	0	1	1	0	0	0	0	2
% AVAIL IN EFF LABOR MKT AREA		37.7	39.8	10.0	0.0	5.0		2.9	3.0	0.9	0.0	0.7	
IDBAL NUM FOR BAL WORKFORCE	1.9	0.8	0.8	0.2	0.0	0.1	0.2	0.1	0.1	0.0	0.0	0.0	1.2
UNDER (OVER) UTILIZATION	0.9	(0.2)	0.8	0.2	0.0	0.1	(0.8)	(0.9)	0.1	0.0	0.0	0.0	1.2

UNION SIGNATURE

JOB CATEGORY	MALES										FEMALES									
	TOTAL MALES	WHITE (A)	BLACK (B)	HSPNC (C)	AMER INDIAN ALASKAN (D)	ASIAN PA ISLANDR (E)	TOTAL FEMALE	WHITE (G)	BLACK (H)	HSPNC (I)	AMER INDIAN ALASKAN (J)	ASIAN PA ISLANDR (K)	TOTAL MINOR -TITLS	TOTAL IN JOB CATEG						
# OF FILLED POSITIONS	1	1	0	0	0	0	0	0	0	0	0	0	0	1						
PERSON IN JOB CATEGORY																				
% AVAIL IN EFX LABOR MKT AREA	29.8	29.8	12.8	2.5	0.0	7.0	21.7	17.5	4.2	0.0	0.0	4.5	0							
IDBAL NUM FOR BAL WORKFORCE	0.5	0.3	0.1	0.0	0.0	0.1	0.4	0.2	0.0	0.0	0.0	0.0	0.4							
UNDER (OVER) UTILIZATION	(0.5)	(0.7)	0.1	0.0	0.0	0.1	0.4	0.2	0.0	0.0	0.0	0.0	0.4							
# OF FILLED POSITIONS	35	1	0	0	0	0	34	34	0	0	0	0	0							
PERSON IN JOB CATEGORY																				
% AVAIL IN EFX LABOR MKT AREA	13.3	13.3	11.0	2.4	0.0	3.8	28.1	27.4	7.3	0.0	0.0	6.6	0							
IDBAL NUM FOR BAL WORKFORCE	10.7	4.7	3.9	0.8	0.0	1.3	24.3	9.6	2.6	0.0	0.0	2.3	20.5							
UNDER (OVER) UTILIZATION	9.7	3.7	3.9	0.8	0.0	1.3	(9.7)	9.6	2.6	0.0	0.0	2.3	20.5							
# OF FILLED POSITIONS	63	3	1	0	0	1	58	46	3	2	1	6	14							
PERSON IN JOB CATEGORY																				
% AVAIL IN EFX LABOR MKT AREA	15.5	15.5	9.4	2.8	0.0	4.5	29.4	22.2	8.7	0.0	0.0	7.4	0							
IDBAL NUM FOR BAL WORKFORCE	20.3	9.8	5.9	1.8	0.0	2.8	42.7	18.5	14.0	5.5	0.0	4.7	34.7							
UNDER (OVER) UTILIZATION	15.3	6.8	4.9	1.8	0.0	1.8	(15.3)	11.0	3.5	(1.0)	(1.3)	20.7	0							
# OF FILLED POSITIONS	0	0	0	0	0	0	0	0	0	0	0	0	0							
PERSON IN JOB CATEGORY																				
% AVAIL IN EFX LABOR MKT AREA	32.4	32.4	19.3	6.3	0.0	5.6	16.0	13.9	4.5	0.0	0.0	2.0	0							
IDBAL NUM FOR BAL WORKFORCE	0	0	0	0	0	0	0	0	0	0	0	0	0							
UNDER (OVER) UTILIZATION	0	0	0	0	0	0	0	0	0	0	0	0	0							

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DIRECTOR SIGNATURE

JOB CATEGORY	MALES										FEMALES					TOTAL IN JOB CATEG
	TOTAL MALES	WHITE (A)	BLACK (B)	HSPNC (C)	AMER INDIAN ALASKN (D)	ASIAN PA ISLANDR (E)	TOTAL FEMALE	WHITE (G)	BLACK (H)	HSPNC (I)	AMER INDIAN ALASKN (J)	ASIAN PA ISLANDR (K)	TOTAL MNOR -TITLES			
RA-PROF	114															
PERSON IN JOB CATEGORY	10	4	1	1	0	4	104	58	4	.5	2	35	52			
% AVAIL IN FTX LABOR MKT AREA		11.4	9.2	2.7	0.0	3.0		27.4	27.7	11.1	0.0	7.6				
IDEAL NUM FOR BAL WORKFORCE	30.0	13.0	10.5	3.1	0.0	3.4	84.2	31.2	31.6	12.7	0.0	8.7	70.0			
UNDER (OVER) UTILIZATION	20.0	.9.0	9.5	2.1	0.0	(0.6)	(19.8)	(26.8)	27.6	7.7	(2.0)	(26.3)	18.0			
MIN SUPPORT	149															
PERSON IN JOB CATEGORY	29	20	1	2	0	6	120	71	7	4	0	38	58			
% AVAIL IN FTX LABOR MKT AREA		7.1	5.5	2.6	0.0	3.3		32.4	26.6	12.8	0.0	9.7				
IDEAL NUM FOR BAL WORKFORCE	27.6	10.6	8.2	3.9	0.0	4.9	121.5	48.3	39.6	19.1	0.0	14.5	90.2			
UNDER (OVER) UTILIZATION	(1.4)	(9.4)	7.2	1.9	0.0	(1.1)	1.5	(22.7)	32.6	15.1	0.0	(23.5)	32.2			
FILLED CRAFT	0															
PERSON IN JOB CATEGORY	0	0	0	0	0	0	0	0	0	0	0	0	0			
% AVAIL IN FTX LABOR MKT AREA		43.0	29.9	12.1	0.0	8.7		2.1	2.6	0.8	0.0	0.8				
IDEAL NUM FOR BAL WORKFORCE	0	0	0	0	0	0	0	0	0	0	0	0	0			
UNDER (OVER) UTILIZATION	0	0	0	0	0	0	0	0	0	0	0	0	0			
RY/MAINT	0															
PERSON IN JOB CATEGORY	0	0	0	0	0	0	0	0	0	0	0	0	0			
% AVAIL IN FTX LABOR MKT AREA		37.7	39.8	10.0	0.0	5.0		2.9	3.0	0.9	0.0	0.7				
IDEAL NUM FOR BAL WORKFORCE	0	0	0	0	0	0	0	0	0	0	0	0	0			
UNDER (OVER) UTILIZATION	0	0	0	0	0	0	0	0	0	0	0	0	0			

ASSESSMENT OF FY2013 PROGRESS IN DIVERSIFYING THE WORKFORCE
ACHIEVEMENT OF EMPLOYMENT FORECAST

Library
Department



Director's Signature

EEO JOB CATEGORY	MALES					FEMALES					TOTAL APPOINTMENTS		
	TOTAL MALES	WHITE (A)	BLACK (B)	HISPANIC (C)	AMERICAN INDIAN/ALASKAN (D)	ASIAN/PACIFIC ISLANDER (E)	TOTAL FEMALES	WHITE (A)	BLACK (B)	HISPANIC (C)		AMERICAN INDIAN/ALASKAN (D)	ASIAN/PACIFIC ISLANDER (E)
(1) PARA-PROFESSIONAL	PLAN #	1	1	1	1	0.00%	66.7%	22.2%	0.0%	2	22.2%	0.0%	66.7%
	ACTUAL #	1	1	0	0	0.0%	100.0%	0.0%	0.0%	0	0.0%	0.0%	100.0%
(6) ADMIN SUPPORT	PLAN #	128	8	6	5	0.0%	60.9%	4.7%	10.0%	5	8.1%	6.6%	63.6%
	ACTUAL #	10	10	0	0	0.0%	100.0%	0.0%	0.0%	0	0.0%	0.0%	100.0%
(7) SKILLED CRAFT	PLAN #	6	2	0	2	0.0%	33.3%	0.0%	33.3%	3	50.0%	14.0%	68.0%
	ACTUAL #	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0	0.0%	0.0%	0.0%
(8) SERVICE/MAINTENANCE	PLAN #	10	0	0	0	0.0%	0.0%	0.0%	0.0%	0	0.0%	0.0%	0.0%
	ACTUAL #	10	10	0	0	0.0%	100.0%	0.0%	0.0%	0	0.0%	0.0%	100.0%

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FY2014 and FY2015
FORM 5

FORECAST AND TIMETABLES
FY2014 AND FY2015
PROJECTED EMPLOYMENT OPPORTUNITIES

Library
Department


Director's Signature

EEO JOB CATEGORY	MALES						FEMALES						TOTAL PROJECTED APPOINTMENTS
	TOTAL MALES	WHITE (A)	BLACK (B)	HISPANIC (C)	AMERICAN INDIAN/ALASKAN (D)	ASIAN/PACIFIC ISLANDER (E)	TOTAL FEMALES	WHITE (A)	BLACK (B)	HISPANIC (C)	AMERICAN INDIAN/ALASKAN (D)	ASIAN/PACIFIC ISLANDER (E)	
(1) OFFICIAL/ADMINISTRATOR	# 0	0.0%	0.0%	0.0%	0.0%	0.0%	1	100.0%	0.0%	0.0%	0.0%	0.0%	0
(2) PROFESSIONAL	# 4	36.4%	18.2%	9.1%	9.1%	0.0%	7	63.6%	27.3%	0.0%	0.0%	0.0%	5
(3) TECHNICIAN	# 7	11.5%	7.7%	3.8%	3.8%	0.0%	8	78.1%	11.8%	0.0%	0.0%	0.0%	11
(4) PROTECTIVE SERVICE	# 0	0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0.0%	0.0%	0.0%	0.0%	0
(6) PARA-PROFESSIONAL	# 4	11.8%	5.9%	5.9%	0.0%	0.0%	8	60.9%	11.8%	0.0%	0.0%	0.0%	7
(6) ADMIN SUPPORT	# 19	36.5%	13.5%	6.8%	6.8%	0.0%	38	75.5%	11.8%	5.9%	1.8%	0.0%	17
(7) SKILLED CRAFT	# 0	0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0.0%	0.0%	0.0%	0.0%	0
(8) SERVICE/MAINTENANCE	# 0	0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0.0%	0.0%	0.0%	0.0%	0
TOTAL	# 34	31.8%	18.8%	11.8%	11.8%	0.0%	68	68.2%	10.0%	0.0%	0.0%	0.0%	107

Subject: FW: Voting Equipment Demo Information, as I mentioned (please feel free to pass along)

From: Quinn, Cameron P.
Sent: Wednesday, February 19, 2014 12:58 PM
To: FAIRFAX COUNTY-SMT
Subject: Voting Equipment Demo Information, as I mentioned (please feel free to pass along)

Ladies & Gentlemen - In preparation for the voting equipment procurement the Electoral Board requested the vendors - who were here for public demonstrations last spring & summer - to provide one final opportunity for those interested in the County to test potential equipment and provide feedback prior to a final decision on the equipment.

As you'll note, in addition to a couple county locations where we anticipate significant foot-traffic, we were able to set up demonstrations at both Tysons Corner Center and at Mount Vernon on George Washington's birthday in conjunction with a new citizens' ceremony!

No registration or advance notice is required to participate in four of the events (Greenspring is only open to residents and guests). All who stop by are being asked to try all 3 vendors and do a short survey on each.

We hope you'll join us and provide your input into the decision-making! Feel free to call or email if you have any questions.

+++++

Friday, Feb. 21:

- Tysons Corner Center Mall, 2 to 4 p.m.
3rd floor food court
1961 Chain Bridge Road, Tysons Corner
- Reston Community Center, Hunters Woods, 6:45 to 8:30 p.m.
Lobby
2310 Colts Neck Road, Reston

Saturday, Feb. 22:

- Greenspring Village (residents and guests only), 8 to 9:15 a.m.
7410 Spring Village Drive; Springfield
- George Washington's Mount Vernon, 11 a.m. to 1 p.m.
Robert H. & Clarice Smith Auditorium (enter through the gift shop – no admittance charge for this event)
3200 Mount Vernon Memorial Highway, Mount Vernon
- George Mason Regional Library, 3:30 to 4:45 p.m.
Lobby
7001 Little River Turnpike, Annandale

More details at <http://www.fairfaxcounty.gov/news/2014/voting-machine-demonstrations-2014.htm>

Please feel free to email Judy Flaig, or me, if you have any questions. Enjoy the snow! Cameron Quinn

Cameron Quinn
General Registrar, Fairfax County
12000 Government Center Parkway, Suite 323

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Checking Out Library Funding

Northern Virginia jurisdictions take a variety of approaches to support libraries.

BY MICHAEL LEE POPE
THE GAZETTE

What is the future of the neighborhood library? That's an open question as jurisdictions across America are rethinking their library system, a reevaluation brought on by tight budgets and technological change. Here in Northern Virginia, jurisdictions have taken a variety of approaches to funding libraries. Some, such as Arlington, have reworked almost all the funding cut during the recession. Others, such as Fairfax County, lag behind the statewide average.

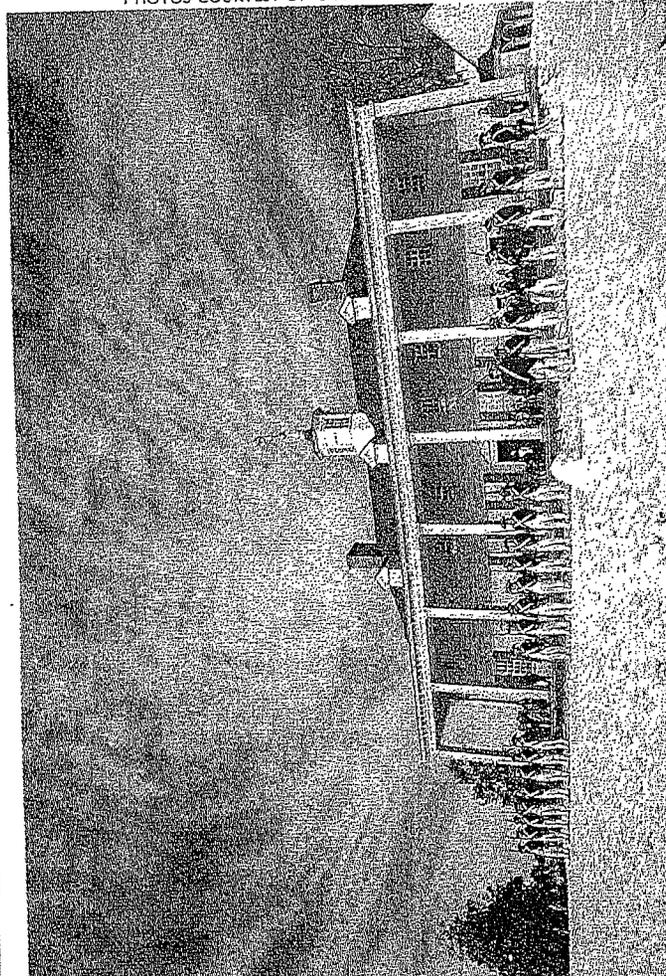
"We are very concerned about this because our funding is far down behind the rest of the state of Virginia and in the entire metropolitan area as well," said Charles Fegan, vice chairman of the Fairfax County Public Library Board of Trustees. "How are we going to get books on the shelves? How are we going to get hours?"

Supporters of public libraries are concerned that elected officials who control funding don't seem as committed to the idea of public libraries as they once were. Some of that change is technological. In an era when bookstores are vanishing and books are available for download, some are questioning the logic behind having public li-

SEE DIFFERENT, PAGE 24

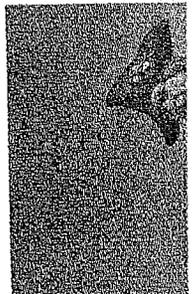
Schools' Band

PHOTOS COURTESY OF GEORGE WASHINGTON'S MOUNT VERNON.



Celebrating Gen. George Washington's Birthday

Members of the U.S. Army 3rd Infantry's Old Guard prepare to fire a 21-gun salute in honor of Gen. George Washington on Monday morning at the Mount Vernon State.



Six-year-old Roy Wulf plays Yankee Doodle Dandy for General Washington



5 Different Approaches To Fund Libraries

FROM PAGE 1
braries at all. That's why libraries across Northern Virginia took massive hits when budgets became tighter because of the recession.

"The libraries are a convenient target because a lot of people look at the libraries relative to many other things and decide they are not as important," said Alexandria City Councilman Justin Wilson. "I don't necessarily always come to that conclusion, but I do think libraries are changing. They're definitely changing."

BACK IN FISCAL YEAR 2009, before the recession hit, the Fairfax County Public Library system had a budget of \$33.1 million. Since that time, members of the Board of Supervisors have slashed about 20 percent out of budget for the library system, which has reduced the numbers of hours libraries are open and the collections available on the shelves. As a result, library officials have had to get creative to stretch their limited budget as far as they can.

"As an example, there are some days that we don't answer the telephone," said Mary Mulrenan, marketing director with the Fairfax County Public Libraries. "We just

don't have the staffing."

When the recession hit, all Northern Virginia jurisdictions cut back on library funding. Some have made efforts to restore funding, while others have lagged behind. Arlington had led the way in restoring almost all the hours that were cut in their neighborhood libraries, although the Central Library still opens an hour later than it used to and closes an hour earlier than it used to. But overall, Arlington's library system remains one of the best in the region. Earlier this month, the Library Journal named the Arlington Public Library one of six "star" libraries in Virginia.

jurisdiction	amount	per capita	percent of statewide average
Arlington	\$14,637,352	\$68.28	241.58 percent
Alexandria	\$6,910,580	\$48.17	148.76 percent
Loudoun	\$11,854,503	\$36.55	129.32 percent
Fauquier	\$2,051,735	\$31.19	110.36 percent
Manassas Park	\$511,095	\$35.15	108.56 percent
Manassas	\$1,356,148	\$34.72	107.23 percent
Prince William	\$11,798,000	\$28.46	100.7 percent
Fairfax City	\$690,751	\$30.21	93.29 percent
Fairfax County	\$28,626,359	\$26.12	92.41 percent

"The library is the only place you can get face-to-face personalized research assistance that you would never get online," said Peter Golkin, public information officer for Arlington Public Library. "Librarians are a professionally trained group of experts. They're kind of like concierges for all sorts of life issues."

LIBRARIES REMAIN a budget target, even as jurisdictions emerge from the recession. Last year, for example, Alexandria City Manager Rashad Young's proposed budget included a proposal to reduce hours at three libraries as well as the materials

budget at the central library and services to the visually impaired. The proposal would have eliminated three employee positions and slashed about \$240,000 out of the operating budget, but members of the Alexandria City Council restored funding when they voted on a final budget.

"The citizens really turned out and said no. The City Council responded, and the cuts were restored," said Oscar Fitzgerald, vice chairman of the Alexandria Library Board. "We're facing the same thing again this year because the city is facing a substantial downturn in their income, and they are looking for cuts across the board."

Nowhere will the battle be more pitched than Fairfax County, where libraries are still working with reduced staffing and reduced collections.

Members of the library's board of trustees say they are ready to make a pitch to the Board of Supervisors that it's time to restore the hours that were reduced and add back the funding for the collections.

"A library is the heart of a community," said Fegan. "I've spoken to a number of people who have come into this country, and the first thing they did was get a library card."

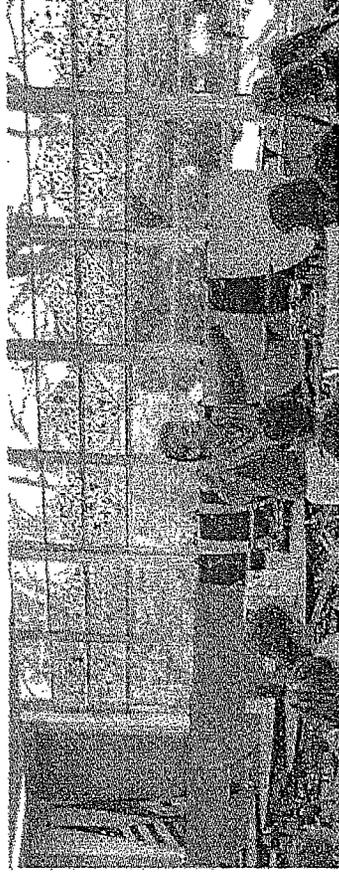
Jane Morgan Named Band Director of the Year

FROM PAGE 1
track is the most challenging part of the job.

"I would say that with elementary, we are just starting children on a career of playing instruments, so we are helping them on a process of helping them decide what instrument they would like to play," Morgan said. "When they first start out, sometimes they will do some switching. It's important to make sure it's a positive start for them and make sure they have the fundamentals for middle and high school."

"For me, seeing my students go into middle school and play and then into high school, is very rewarding. There are a lot of them, and I try to get to as many concerts as I can, to see them play," Morgan said.

Morgan's band students have taught her many lessons. "Never categorize a student. Never put a label on them. Never assume anything about that student in terms of how they do in other areas. I look at every student as having an open book and I consider every one of them of having great possibili-



Incident Report January 2014

Attachment 27

Branch	Type of Incident	Number of Incidents
CH	Building Emergency *	1
FX	Building Emergency *	1
	Mental Illness *	1
PO	Police Activity *	1
RR	Customer in Distress *	2
	Disruptive Behavior	1
SH	Building Emergency *	1
	Parking Lot *	1
	Child Unattended *	1
TY	Customer Complaint	1
DM	Building Emergency *	1
HE	Building Emergency *	1
	Trespassing	1
KN	Trespassing	1
	Building Emergency *	1
LO	Verbal Abuse *	1
RB	Police Activity	1
Total Incidents January 2014		18

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Incident Report

February 2014

Branch	Type of Incident	Number of Incidents
CE	Child Unattended	1
CH	Vandalism *	1
	Customer in Distress *	1
FX	Assault *	1
	Customer in Distress *	1
	Stalking *	1
RR	Theft of Personal Property *	1
SH	Parking Lot	1
	Customer in Distress *	1
TY	Verbal Abuse	1
DM	Theft of Personal Property *	1
	Mental Illness *	1
LO	Vandalism *	1
	Customer in Distress *	1
PH	Staff Injured *	1
RB	Police Activity *	1
TJ	Customer in Distress *	1
Total Incidents February 2014		17

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

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END

