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: May 14, 2014

AGENDA

SPECIAL PRESENTATION: Mary Petersen Retirement

I. PUBLIC COMMENT

1. Jennifer McCullough, President, Fairfax County Public Library Employees' Association
2. Marcia McDevitt
3. Susan Ray
4. Norma Pfaff
5. Patricia Sanders
6. Tammie Petrine, Reston Citizens Association

II. MINUTES – April 2014

III. CHAIR'S REPORT

A. Budget Public Hearing - Chair Jasper's Talking Points, April 10, 2014 (Attachment 1)
B. Meeting with Chairman Bulova, April 21, 2014
C. BOT Committee Appointments

IV. COMMITTEE REPORTS

A. Library Foundation – Mary Petersen
B. Ad Hoc Evaluation and Communications Committee – Karrie Delaney - public meeting June 3, 2014, 7p at Oakton Library
C. Ad Hoc Floating and Discards Committee – Liz Clements
D. Personnel Committee – Peggy Koplitz – public meeting May 27, 2014, 7pm, Gov't Center (Attachment 2)
E. Nominating Committee

V. DIRECTOR'S REPORT

A. Financial Issues
   1. FY 2014 Budget Status
   2. FY 2015 Budget Status (Attachment 3)
   3. Comprise Project (Attachment 4)

DIRECTOR'S REPORT (cont'd)

B. Capital Issues
   1. Woodrow Wilson Library Update
   2. Reston Regional Library and John Marshall Library Update
   3. Facilities Update – April 2014 (Attachment 5)

C. Personnel Issues
   1. Status of Branch Vacancies – Merit (Attachment 6)

D. Pohick Regional Library: Temporary Library
E. Technology Plan (Attachment 7)
F. Meals Tax Referendum (Attachment 8)
G. Summer Reading Program – Preview (Attachment 9)
H. 2014 Fairfax County Volunteer Service Awards (Attachment 10)
I. Manassas Park Proposal (Attachment 11)
J. Tech Ops Open House (Available at meeting)
K. Transfer Evaluation Focus Group April Minutes (Available at meeting)
L. Collection & Evaluation Focus Group April Minutes (Available at meeting)
M. Interim Report on Floating (Attachment 12)

VI. CONSIDERATION ITEMS

A. Code of Conduct for Fairfax County Public Library (Attachment 13)

VII. ACTION ITEMS

A. Staff Day, October 2, 2014 (Attachment 14)

VIII. INFORMATION ITEMS

A. Incident Report – April 2014 (Attachment 15)

IX. ROUNDTABLE

Attachment 1

Fairfax County Gov't Center

Board Auditorium

Speaker No. 10

Public Hearing, 3 p.m., Thursday, April 10, 2014
Fairfax County FY2015 Budget

Willard Jasper, Chair
Fairfax County Public Library Board of Trustees

Talking Points

How often do you use the Internet? Do you use a computer at work or home? Do you have an iPad or other device you carry with you? If you did not have access to this technology, where would you go?

The Fairfax County Public Library.

Thousands of people use us every day for those purposes and more. We had more than five million visits to our library branches last year.

We have been told library services are not essential and that library services are not legally required by the state or federal government.

The Library Board of Trustees believes a majority of Fairfax County residents would say we are essential. One out of every two residents in the county has a library card and has used it within the past three years.

When the library attempted to streamline staffing this year to align its operations with an increasingly smaller budget, the Board of Supervisors required the library board to seek additional staff and public input into any reorganization.

The community and the staff spoke out against wholesale changes to the way we do business. They called for a library that could be a "shining star" to the rest of the commonwealth; filled to the rim with books in every genre; you asked staff to work harder to extend the lifespan of every library book and to find

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homes for those books that have outlived their value to county residents. The public asked at every single one of our ten public meetings that the library budget be increased so Fairfax County Public Library could be a first-class system.

But how do we continue traditional, personalized library services in our 23 branches while also meeting the increasing demand for more print and digital materials with a budget that has been cut fourteen percent since 2009? How do we maintain a Fairfax County-worthy collection on a collections budget forty-eight percent less than it was in 2000?

In FY2000 the library was spending $6 per county resident and now we are spending $3 per resident. Per capita spending for library services and the collection in Fairfax County is the lowest among all eight neighboring jurisdictions that provided their statistics.

The Library Board of Trustees recognizes your difficult job in disbursing the county's limited funds, and we recognize that all of the county agencies do important work for the residents.

We thank you and County Executive Ed Long for the $250,000 increase to the library's budget for FY2015 and the stated intention to continue this amount for three additional years, providing a total increase of $1 million by FY2018. The Library Board appreciates and is grateful for every increase in the budget, but we would like to advocate that the additional $1 million consideration item be approved which would bring our per capita spending for collections close to $4 per person in the county.

A second million dollar request has been approved recently by the library board. This additional request would support technology, youth services, training and the collection.

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The library is important to residents of every age; not just to teachers and students; not just to John Grisham fans or coeds with research papers due. We offer value to people in the county at every stage of life. We save people money every day; we provide educational materials and programs; we conduct early literacy outreach to help children start school on an equal footing; we coordinate the changing lives through literature program that reduces recidivism rates for juvenile offenders; we facilitate library services for people with disabilities including delivery of materials to homebound people and senior centers; we implement the talking books program in Fairfax County for the Library of Congress. We help new Americans assimilate to the country and practice their English. We help people find jobs and friends. We provide free meeting space to community groups.

We offer free Internet for those who can't afford it; free computer use to those who don't have one; free wireless service to those who prefer the quiet of the library yet the company of others. We close the equity gaps in so many areas of modern life.

This may not seem as essential to you as some other county services, but it is essential to all of those residents for whom these services are a critical link to a better life.

So, let me end here by once again thanking you for all that you have already done for the library and for what we hope you will do before this budget process is complete.

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Summary of Staffing Analysis

The Department of Human Resources has completed an analysis and comparison of the ratio of administrative staff to branch staff in the Fairfax County Public Library, as requested by the Library Board and the Board of Supervisors. Data was obtained from nine (9) library systems and compared with FCPL. Below is a summary of the findings:

Results

- The ratio of administrative to branch staff ratio for FCPL was found to be 2 to 9 (23%)
- City of Alexandria (Virginia) had a ratio of 1 to 2 (50%)
- Prince William County (Virginia) had a ratio of 1 to 3 (33%)
- King County (Washington) had a ratio of 2 to 5 (41%)
- The County of Santa Clara (California) had a ratio of 2 to 5 (39%)
- The City of Berkeley (California) had a ratio of 1 to 3 (34%)
- Loudon County (Virginia) had a ratio of 1 to 6 (17%)
- Montgomery County (Maryland) had a ratio of 1 to 6 (17%)
- Washington D.C. had a ratio of 1 to 8 (13%)
- Dade County (Florida) had a ratio of 1 to 6 (17%)

Basic Statistics

The average ratio of administrative to branch staff, based on all observed cases was: 1 to 4 (27%)
City of Alexandria was found to have the lowest ratio of administrative to branch staff with 1 to 2 (50%)
City of Washington D.C. was found to have the highest ratio, 1 to 8 (13%)

Factors to Consider

Note that the sizes of the libraries observed varied widely; for a smaller system, a single employee's classification as "administrative" or "branch staff" would have a larger impact on the observed proportion. Additionally, the definition of "administrative staff" could possibly vary from one library system to another.

Moreover, library systems are often organized differently. For example, some services provided might be centralized, and hence might be handled by "administrative" staff in one system. These same services might be handled by branch staff in other library systems.

Conclusion

Given the results, the ratio of administrative to branch staff in FCPL seems to be slightly below the average result obtained.

Summary of Jurisdictional Data

FCPL	Count	Pct of TTL
Total FTE	380	100%
Total Admin Staff FTE	70[1]	18%
Total Field Staff FTE	310	82%
Ratio	2/9	23%

http://www.fairfaxcounty.gov/dmb/fy2014/adopted/volume1/00152.pdf

City of Alexandria (2014)	FTE	Pct of TTL
Total FTE Positions	71.5	
Total Admin Staff FTE	23.8	33%
Total Field Staff FTE	47.7	67%
Ratio	1/2	50%

Source:

http://alexandriava.gov/uploadedFiles/budget/info/budget2014/FY%202014%20Approved%20-%20Sec.%2017%20-%20Parks,%20Recreation%20and%20Cultural%20Activities.pdf

Prince William County (2014)	FTE	Pct of TTL
Total FTE	163.86	
Total Admin Staff FTE	40.24	25%
Total Field Staff FTE	123.62	75%
Ratio	1/3	33%

Source

http://www.pwcgov.org/government/dept/budget/Documents/11--Community%20Development--05--Library.pdf

King County, WA	FTE	Pct of TTL
Total FTE	832	
Total Admin Staff FTE	243	29%
Total Field Staff FTE	599	72%
Ratio	2/5	41%

Source:

http://www.kcls.org/about/budget/2013%20Final%20Budget%20Presentation%20WEB%20120612.pdf

Dade County (2014)	FTE	Pct of TTL
Total Positions	445	
Total Admin Staff	66	15%
Total Field Staff FTE	379	85%
Ratio	1/6	17%

Source:
http://www.miamidade.gov/budget/library/FY2013-14/adopted/volume1/appendices.pdf

County of Santa Clara	FTE	Pct of TTL
Total Positions	204.75	
Total Admin Staff	57.25	28%
Total Field Staff FTE	147.5	72%
Ratio	2/5	39%

Source:
http://www.sccgov.org/sites/scc/countygovernment/Documents/FY2014RecommendedBudget.pdf

See p. 176

[1] Note that the 8 positions in the Library Archivist and the Library Foundation units were not included in the FCPL position count. These are unique organizational units that do not provide direct administrative support to the branches.

Summary of Jurisdictional Data
Continued

Loudon County (2014)	FTE	Pct of TTL
Total FTE	168.94	
Total Admin Staff FTE	24.25	14%
Total Field Staff FTE	144.69	86%
Ratio	1/6	17%

Source
http://www.loudoun.gov/documents/13/11206/11526/FY%202014%20Adopted%20Fiscal%20Plan%20Volumes%201%20and%202_201306271556546305.pdf

See p. 4-3

Berkeley	FTE	Pct of TTL
Total Positions	111.78	
Total Admin Staff	28.25	25%
Total Field Staff FTE	83.53	75%
Ratio	1/3	34%

Source:

http://www.ci.berkeley.ca.us/uploadedFiles/Manager/Budget/BudgetBookPRINT_102313.pdf

See p. 234

Montgomery County (2014)	FTE	Pct of TTL
Total FTE	349.94	
Total Admin Staff FTE	50.7	14%
Total Field Staff FTE	299.24	86%
Ratio	1/6	17%

Source:

http://www.montgomerycountymd.gov/OMB/Resources/Files/omb/pdfs/fy14/psprec/lib.pdf

District of Columbia (2014)	FTE	Pct of TTL
Total FTE	593.6	
Total Admin Staff FTE	67.5	11%
Total Field Staff FTE	526.1	89%
Ratio	1/8	13%

Source:

http://cfo.dc.gov/sites/default/files/dc/sites/ocfo/publication/attachments/ce_dcpl_chapter_2014j.pdf

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Attachment 3

April 22, 2014

FY 2015 BUDGET MARKUP PROCESS and FY 2016 BUDGET PLAN RECOMMENDATIONS

Chairman's Remarks - Fiscal Year 2015 Budget Mark-Up 2

Approval of the FY 2014 Third Quarter Review 3

FY 2015 Budget Mark-Up with FY 2016 Budget Recommendations 4

Budget Guidance for FY 2015 and FY 2016 – April 22, 2014 10

Approval of the FY 2015-2019 Capital Improvement Program (with future fiscal years to 2024) 17

Chairman's Remarks - Fiscal Year 2015 Budget Mark-Up

Fiscal Year 2015
Advertised Budget Mark-up
The Long and Winding Road

Every budget has its own "personality". When thinking about a name for difficult Fiscal Year 2015, the mournful Beatles song ***The Long and Winding Road*** comes to mind.

It has indeed been a long and winding road as our nation, region, and County have struggled throughout these sluggish post-recession years. The good news this year is that real estate values are beginning to rebound. The bad news is that only residential values are rising; business taxes are flat and commercial assessments are a 0.1% decrease from Fiscal Year 2014.

Combine this with an increase in our Fairfax County Public School student population; increased needs for human services; and stressed-out County employees who have endured pretty much stagnant compensation for the past five years, and we end up with a pretty challenging budget brew.

The Mark-up Package that I am about to move is the result of much hard work by my colleagues, our County staff and our Fairfax County community. It is not a "great news" package, but I think that it is **responsible and responsive** to the needs of our community and to the uncertain fiscal climate we are operating in. It also includes several items that are meant to help stimulate recovery in the County's commercial sector.

This package **increases the tax rate from $1.085 to $1.090, a relatively modest ½ cent.** It represents a $25 annual increase in the average residential taxpayer's bill. This would be on top of a $332 average increase resulting from rising assessment values.

This additional revenue ($10.9 million) combined with $6 million in savings achieved on the General County side of the budget is used to increase the **School Transfer by $17 million, from 2% in the Advertised Budget to 3%.**

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With this added percent the total *increase* in the School Transfer will be $51.5 million. An expected increase in State funding of approximately $30 million will help to fund additional School requirements.

An additional $10.5 million in savings/reductions are taken from the General County side of the Advertised Budget and reallocated to **increase compensation for employees.** In this package the advertised **Market Rate Adjustment of 1.29% is combined with an additional 1% for general County employees.**

Step increases for Public Safety employees will resume for everyone who is eligible (on their anniversary date) at the beginning of the Fiscal Year on July 1st.

This package is *not* balanced by drawing down one-time reserves, thus avoiding the creation of a structural imbalance that would make it more difficult to meet our fiscal needs in future years.

With that, Madam Chairman, I will move approval of the separate motions for the *FY 2014 Third Quarter Review* and the FY 2015 Mark-Up and FY 2016 Budget Plan Recommendations.

Approval of the FY 2014 Third Quarter Review

I move approval of the *FY 2014 Third Quarter Review* including approval of Supplemental Appropriation Resolution AS 14171 and Amendment to the Fiscal Planning Resolution AS 14901 which includes the revenue, expenditure and transfer adjustments, grant awards and adjustments, and associated reserve adjustments contained in the County and School's Third Quarter Review as presented on March 4, 2014, as well as the subsequent adjustments to FY 2014 revenue estimates presented to the Board on April 1, 2014, resulting in FY 2014 revenue estimates of $3.574 billion and an available balance of $0. Included in this motion is approval of Supplemental Appropriation Resolution AS 13346 which reflects final FY 2013 audit adjustments.

FY 2015 Budget Mark-Up with FY 2016 Budget Recommendations

I will next outline and move approval of the budget proposal:

We start the package with no additional resources in FY 2015 although the County Executive's budget forecasted the Board would have a balance of $10.6 million. However, this did not materialize as we are still dealing with constrained revenue growth as a result of the weakened economy and uncertainty about the federal budget. A corresponding decrease in FY 2016 revenues is anticipated. This proposal also includes School Capital funding support in FY 2016 of $13.1 million as approved by the Board of Supervisors in its adoption of the Infrastructure Financing Committee report.

	FY 2015	FY 2016
FY 2015 Advertised Balance	**$10,640,747**	**$13,730,828**
Add-On Adjustments		
Revenue	($10,640,747)	($10,872,381)
Capital Funding for Schools	$0	($13,100,000)
Subtotal:	($10,640,747)	($23,972,381)
Balance as of Add-On	**$0**	**($10,241,553)**

This package includes an increase in the Real Estate tax rate of a half-cent from $1.085 to $1.090 per $100 of assessed value. This provides an additional $10.9 million and impacts the homeowner with an additional $25 annually in average tax. In total, along with the FY 2015 increased based on equalization, the average annual tax bill for County homeowners increases by approximately $357.

	FY 2015	FY 2016
Real Estate Tax Rate Increase:		
Increase of Real Estate Tax Rate from $1.085 to $1.090	$10,932,419 R	$10,932,419

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I then looked very closely at the County budget for reductions, taking suggestions from Board members and the public. As a result, I am recommending reductions totaling $16.5 million. I believe that these reductions are possible and still preserve the important programs that were recommended by the County Executive in his budget and that we heard support for during the testimony from the community.

	FY 2015		FY 2016
Additional decisions designed to provide flexibility:			
Eliminate Initiatives to Improve Customer Experience	$300,000	R	$300,000
Reduce Fire and Rescue Large Apparatus and Ambulance Replacement	$1,000,000	R	$1,000,000
Reduce Capital Renewal Paydown	$5,300,000	R	$5,300,000
Reduce Information Technology Projects	$3,607,500	R	$3,607,500
Eliminate PC Replacement Increase	$708,500	R	$708,500
Reduce - Contributories/Inova Translational Medicine (leaves $500,000 in FY 2015 and $1.1 million in FY 2016)	$600,000	NR	$0
It is important to invest in economic development activities in the County. This adjustment is based on the timing of the multi-year implementation of the Translational Medicine Institute. Other economic investments, such as the Economic Development Core Team, are critical to position the County to take advantage of opportunities as they relate to new businesses and new commercial sectors in the changing economic environment.			
Eliminate 1 of 3 proposed Purchasing positions	$103,290	R	$103,290
Eliminate - Contributories/Fairfax Partnership for Youth	$40,350	R	$40,350
SACC Fee Increase totaling approximately 5%	$900,000	R	$900,000

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	FY 2015		FY 2016
Eliminate funding for Environmental Projects and identify funding to replace at Carryover	$535,000	R	$535,000
Reduce Estimated Premium Increase from 8% to 6%	$872,357	R	$872,357
SACC Expenditure Savings	$100,000	R	$100,000
Eliminate additional funding for Employee Development/Certifications	$400,000	R	$400,000
Assumption of Savings from the FY 2015 Incentive Reinvestment Initiative	$1,200,000	R	$1,200,000
Revised opening of Merrifield Human Services Center to December, 2014 based on construction schedule	$400,000	NR	$0
Revised opening of Providence Community Center to January, 2015 based on construction schedule. In addition staff will utilize existing transit options rather than purchasing a vehicle.	$455,000	NR	$0
Eliminate proposed increases to Athletic Services Fee. This will result in $368,000 less for Turf Field replacement.	$0	R	$0
Subtotal:	$16,521,997		$15,066,997

This package includes an increase in the School Operating transfer of 1% over the Advertised budget, for a total of a 3% increase in funding from the County. It also assumes an increase of 3% to the School Operating transfer in FY 2016 for the School Board and the Superintendent as they start planning for the costs in FY 2016 associated with enrollment growth and employee compensation. While a 1% increase in FY 2015 does not fully meet the School Board's request, with the combination of the 3% increase that the County will be providing now and the approximate $30 million in funding anticipated from the state, the remaining gap is much more manageable.

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Additionally, I encourage the school board and staff to review opportunities for savings, including salary lapse, and tailored pay increases for teachers.

The Board remains committed to our County workforce and this package includes additional pay for all County employees over the 1.29% included in the Advertised budget, including an additional 1.00% for general County employees, merit increases for uniformed public safety employees on their anniversary dates effective July 1, and an acceleration in the reduction in the employee contribution rate for Police retirement.

I believe further work is required in the area of compensation. We look forward to the recommendations from the compensation working group concerning a structure for general County employee pay increases and also focus our attention on addressing recruitment issues within public safety.

	FY 2015		FY 2016
Funding Adjustments Recommended by Board:			
Increase Operating transfer to FCPS by 1% to 3% in FY 2015	($17,169,887)	R	($17,513,285)
Increase Operating transfer to FCPS by 1% to 3% in FY 2016	$0	R	($17,684,984)
Accelerate reduction in employee contribution rate for Police Retirement (completing shift from 10% to 8.65%) which was included in the FY 2016 budget plan	($608,461)	NR	$0
Provide 1% across-the-board increase for Non-Uniformed General County Employees (and adjust scale)	($6,482,968)	R	($6,482,968)
Fund Merit Increments for Uniformed Public Safety in FY 2015	($3,663,528)	R	($7,029,778)
Fund Merit Increments for Uniformed Public Safety in FY 2016	$0	R	($3,929,344)
Managed Reserve/Revenue Stabilization	$470,428		($768,559)
Subtotal:	($27,454,416)		($53,408,918)

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As a result of these changes, we have a balanced FY 2015 budget. There continues to be a projected shortfall as we look ahead to FY 2016. I believe that closing this shortfall should be manageable given that the projected $37.7 million deficit is approximately 1% of the County's total General Fund budget.

	FY 2015	FY 2016
Final Remaining Balance/(Shortfall)	**$0**	**($37,651,055)**

In addition, this budget includes other tax and fee adjustments, including:

- An increase in Sewer Service Charges to $6.62 per 1,000 gallons. This is an increase from the FY 2014 service charge of $6.55 per 1,000 gallons.
- An increase in the Sewer Service Base Charge from $12.79 per quarter to $15.86 per quarter.
- An increase in Animal Shelter adoption fees for cats from $30 to a range of $50 to $125 depending on age, adoption fees for dogs from $40 to a range of $100 to $175 depending on age, and boarding fees from $10 to $15 per day.
- An increase in the Stormwater Services district tax rate from $0.020 to $0.0225 per $100 of assessed value.
- An increase in the tax rate for the McLean Community Center tax district (Dranesville) from $0.022 to $0.023 per $100 of assessed value, as recommended by the McLean Community Center Governing Board.
- An increase in EMS Transport Fees as follows:
  - i. Basic Life Support transport from $400 to $500
  - ii. Advanced Life Support, level 1 transport, from $500 to $650
  - iii. Advanced Life Support, level 2 transport, from $675 to $800

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iv. Charge for ground transport mileage from $10.00 to 12.00 per mile.

- Additionally, the Tysons Service District tax rate is maintained at $0.040 per $100 of assessed value.

Other fee adjustments included in the budget proposal are increases to School-Age Child Care (SACC) fees and refuse disposal rates.

Therefore, having provided public notice and conducted a public hearing as required by Virginia law, **I move approval of the FY 2015 Budget as Advertised, with the changes I just summarized**, advertised changes to other taxes and fees, and required Managed Reserve adjustments. The tax and fee increases become effective on and after July 1, 2014 unless otherwise noted. **These actions result in a balanced budget for FY 2015.**

Budget Guidance for FY 2015 and FY 2016 – April 22, 2014

At a regular meeting of the Board of Supervisors of Fairfax County, Virginia, held in the Board Auditorium of the Fairfax County Government Center on Tuesday, April 22, 2014, the Board approved the following Budget Guidance for FY 2015 and FY 2016:

Fairfax County Public Schools Operating Support

The Board recognizes the fiscal pressure that rapidly increasing enrollment and rising compensation costs are placing on the Fairfax County Public Schools (FCPS). The reliance on one-time balances in recent years during the economic downturn has also created added challenges to meet school funding needs. The FCPS remain a top priority for the Board of Supervisors and as a result the Board supports a 3 percent increase for FY 2016 and directs that the County Executive include funding for 3 percent in his FY 2016 Advertised Budget.

In addition, the Board of Supervisors and the School Board, and their respective legislative staffs, should work together during the 2015 General Assembly session to identify opportunities for increasing State support for education in Fairfax County. The County Schools receive a much lower percentage of funding from the State than many other school districts. As enrollment growth continues and costs climb, it is more important than ever to ensure that the County is maximizing all available resources.

County and Schools Infrastructure Investment

Consistent with the recommendations of the Infrastructure Financing Committee and the Board action of March 25, 2014, the Board also directs that the County Executive include a County transfer of $13.1 million to the School Construction Fund annually, beginning in FY 2016. This increase in the transfer is intended to fund Infrastructure Replacement and Upgrades projects and shall not affect in any way consideration of the County transfer to the School Operating Fund making this recommendation cost neutral to the Schools. FCPS has used an average of $13.1 million in bond funding each

year for the past five years to meet what is now termed Infrastructure Replacement and Upgrades. The Committee has recommended that both the County and Schools limit the practice of funding Infrastructure Replacement and Upgrades through bond or proffer funding. This transfer will fund, through Pay-as-you-go funding, capital replacement and upgrade requirements and will free up general obligation bond funding for large replacement or new capacity requirements.

The County and Schools are each establishing an Infrastructure Replacement and Upgrades Capital Sinking Fund (the "Capital Sinking Fund") as the new budgetary mechanism for funding of Infrastructure Replacement and Upgrades requirements. Infrastructure Replacement and Upgrades will be funded as the result of a joint commitment to devote a designated amount or percentage of carryover funds to the Capital Sinking Fund beginning with the *FY 2014 Carryover Review*. The Committee has suggested "ramping up" this commitment over three to five years until the Boards reach a funding level of 20 percent of the unencumbered Carryover balance of both the County and Schools budget not needed for critical requirements. Both Boards agree that the School Board may need additional time to reach this goal based on the need to address the School system's current structural budget imbalance.

The Board of Supervisors has also established a goal of additional pay-as-you-go funding of approximately $20 million annually beginning in FY 2018. A joint working group of County and school staff should engage in a comprehensive review of the condition of School and County facilities and recommend to the Board of Supervisors an appropriate formula for annually dividing the new approximately $20 million in pay-as-you-go funding between Schools, County, and Parks.

Staff is also directed to use proffers for one-time expenditures and new funding sources, whether currently available or through legislative action, to meet Capital Improvement Program (CIP) requirements.

Board approval of the recommendations of the Infrastructure Financing Committee and its follow-on directives shall be effective only upon the parallel approval of the report and recommendations by the School Board.

Employee Compensation

The topic of Employee Compensation for general County employees has been under review for over a year with employees participating in education sessions, focus group discussions and a comprehensive pay survey. The current working group of Board members, representatives of employee groups and County staff has been tasked with recommending a pay structure for general County employees. The recommendation is to be provided to the full Board at a Personnel Committee in September so that it can be reviewed and direction given to the County Executive for development of the FY 2016 budget, at the same time that updated budget projections will be available. The Board appreciates that employees have continued to provide quality services to our residents with professionalism and dedication, even in the face of pay freezes and tough economic times. The Board is pleased to be able to provide an increase of 2.29 percent for general County employees in FY 2015 and anticipates that for FY 2016 and beyond, the results of the current working group will be implemented.

To address issues in recruitment and retention for public safety agencies the Board will work with staff and outside resources as necessary. The work will include, but not be limited to, analysis of the current pay scale structures, pay scale adjustment methodology, internal versus external/market alignment, organizational/rank structure, hiring rates, certification and expertise stipends, and career progression. Any identifiable recruitment or retention challenges will also be reviewed as recommendations are identified for addressing those challenges. The analysis and recommendations should be provided by December 2014 so they can be considered during the development of the FY 2016 budget. To begin addressing public safety pay issues, merit increases are reinstated beginning in FY 2015.

Public Safety Staffing

The Board directs that the County Executive continue the planned implementation of the 5-year analysis of staffing requirements for all Public Safety departments in FY 2016. The plan outlined to the Board on April 1, 2014 should continue to be used as the means of identifying needs to the

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Board and community and be updated as appropriate as projected growth and other metrics change.

Providence Community Center Transportation

The original operating plan for the Providence Community Center included the purchase of a vehicle to provide transportation to and from the center for youth and seniors not able to attend otherwise. Given the proximity of the center to a variety of transportation options, staff is directed to incorporate public transportation options within the programming framework for the center and to work with the Department of Transportation to develop and pilot a "youth ride free" program. The program will be initiated as soon as possible and should be evaluated to determine its impact on the participation patterns, any cost savings that have been generated or any barriers to participation that have arisen and a report provided to the Board of Supervisors 18 months after opening. If the lack of transportation to and from school for youth and community points of interest for seniors is impacted, staff may request funds during a subsequent budget review for the purchase and maintenance of an appropriate vehicle.

Disproportionality

The September 2012 release of the report "Disproportionate Minority Contact for African American and Hispanic Youth: The Story Behind the Numbers and the Path to Action" highlighted some of the key issues facing our County's African American and Hispanic families that result in their over representation in our juvenile justice system. The County human services agencies, along with FCPS staff, have begun to identify key actions at the program and agency level but the report had a key finding: that "a common, cross-system vision promoting the well-being of youth and families and emphasizing collaborative work with families has not been fully developed and implemented." Therefore, additional efforts must be focused on establishing County-wide policy direction that only can be provided by both boards collectively.

Collaboration between the FCPS and County agencies is important but they cannot be seen as separate initiatives. They must be coordinated as a part of a

County-wide effort to reduce disproportionate outcomes and are critical to addressing disparities in mental health, academic achievement, and other areas. These issues are all interrelated, and require us as policy makers to view all our policies through an "equity lens." How can we ensure that we are considering the impacts on equity – equity of opportunity and equity of outcome – in our decisions?

Therefore, given the length of time since the report was released and the need to be responsive to the concerns raised in the report, the following should be undertaken expeditiously:

1. Direct staff to report progress and the existing strategy plan at a Joint meeting with the Fairfax County School Board and the Board of Supervisors; and

2. Urge the Fairfax County Board of Supervisors and the Fairfax County School Board to determine the cost, identify funding source(s), and seek an independent review of disproportionate and disparate impact outcomes for youth and families of color and other vulnerable youth in schools and the County Human Service agencies.

Behavioral Health Services

The expansion of Behavioral Health services included in the FY 2015 budget is an important step in meeting the critical needs in the community for services to youth and their families.. Staff is directed to continue to develop specific implementation policies and programs and report to the Board at the first Human Services Committee in FY 2015. The report should identify opportunities for enhanced collaboration with the Fairfax County Public Schools, a clear explanation of the use of funds approved for the expansion, options for acceleration of future funding, and a report on the demand of services in FCPS and Fairfax County.

School-Age Child Care

We need to expand the School-Age Child Care Program (SACC). This program is critically important to many working families and its popularity is

a double-edged sword. While many families assume they cannot afford to enroll their children in the program because they are unaware of the sliding fee scale, many others find themselves on a long waiting list. At least fifteen elementary schools scattered throughout the County have waiting lists that range from 60 to 135 children. Board of Supervisors and School Board staff should work together immediately and prepare a budget request to expand SACC capacity at the five schools with waiting lists between 91 and 135 children. Staffs should also prepare a plan for future consideration to address capacity at the ten schools with waiting lists of 61 to 90 children. It is also very important to review the current fee schedule and add additional tiers between the current top tier of $52,000 in adjusted household income and higher incomes. Currently, there is no difference between the fees paid by a family with an adjusted household income of $52,000 and one with a higher income. Part of the increase in fees could be earmarked to handle critically needed expansions.

Successful Children and Youth

Both of our boards are committed to boosting achievement at our neediest schools yet some of our students are slipping through the cracks because of a lack of coordination among the various County and Schools initiatives designed to promote children's safety, health, and academic achievement.

As such, the Board should continue to support the Successful Children and Youth Policy Team (SCYPT) in working to revamp our approach to improving academics. With the Board's support, the committee would be able to work to develop a comprehensive plan that replaces piecemeal programming, develops better communication among organizations, and creates an overarching support infrastructure for children and youth.

We look forward to working with Superintendent Karen Garza and the School Board on efforts to improve student achievement in our high risk populations.

County and School Transportation

As Fairfax County communities change, there is a need to examine the role of bus service for schools and general County relative to how the community is

served best. A discussion addressing the synergy between the public transportation needs of the community and transportation needs of the school system could enlighten not only how the two organizations acquire vehicles, but how we more effectively and efficiently meet the transportation needs of an entire community.

The Board of Supervisors directs that staff analyze the FCPS and Fairfax County transportation departments in an effort to identify whether a common transportation organization may provide more efficient transportation services to both FCPS and Fairfax County, thus developing a comprehensive transportation service for all County transportation needs.

I now move the Budget Guidance that I just reviewed which will help direct the FY 2016 Budget process.

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Approval of the FY 2015-2019 Capital Improvement Program (with future fiscal years to 2024)

I move Board approval of the FY 2015-FY 2019 Capital Improvement Program (with future fiscal years to 2024) with the following amendments:

- Make all necessary adjustments to reflect actions taken during the Board's decision on the FY 2015 Adopted Budget Plan that impact the CIP, and

- Review the prioritization of the South County Police Station during the development of the FY 2016-2020 Capital Improvement Program.

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Thursday, April 10, 2014

BUDGET HEARING
3:00 p.m.

	SPEAKER	ORGANIZATION / INDIVIDUAL	MINUTES
1.	TED VELKOFF 13420 BROKEN BRANCH COURT CHANTILLY, VA 20151	INDIVIDUAL	3
2.	BILL BOUIE 12055 GOVT CTR PKWY FAIRFAX, VA 22035	PARK AUTHORITY BOARD	5
3.	AMRIT DARYANANI 4500 WEST OX ROAD FAIRFAX, VA 22030	REPRESENTATIVE, ANIMAL SERVICES COMMISSION	5
4.	SHIRLEY MARSHALL 7511 FORDSON ROAD ALEXANDRIA, VA 22306	REPRESENTATIVE, SOUTH COUNTY LEADERSHIP COALITION	5
5.	PAM MICHEL 7511 FORDSON ROAD ALEXANDRIA, VA 22306	REPRESENTATIVE, SOUTH COUNTY LEADERSHIP COALITION	3
6.	ELIZABETH McNALLY 7511 FORDSON ROAD ALEXANDRIA, VA 22306	REPRESENTATIVE, SOUTH COUNTY LEADERSHIP COALITION	3
7.	RICHARD DOBBER 7511 FORDSON ROAD ALEXANDRIA, VA 22306	REPRESENTATIVE, SOUTH COUNTY LEADERSHIP COALITION	3
8.	MIKE SCANLON 4100 CHAIN BRIDGE ROAD FAIRFAX, VA 22030	REPRESENTATIVE, FAIRFAX FRATERNAL ORDER OF POLICE	5
9.	JOE WOLOSZYN 4100 CHAIN BRIDGE ROAD FAIRFAX, VA 22030	REPRESENTATIVE, SOUTHERN STATES POLICE BENEVOLENT ASSOCIATION	5

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Thursday, April 10, 2014

BUDGET HEARING
3:00 p.m.

SPEAKER	ORGANIZATION / INDIVIDUAL	MINUTES
10. TOM HARRINGTON 4100 CHAIN BRIDGE ROAD FAIRFAX, VA 22030	REPRESENTATIVE, FAIRFAX COUNTY POLICE ASSOCIATION	5
11. SEAN CORCORAN 4100 CHAIN BRIDGE ROAD FAIRFAX, VA 22030	REPRESENTATIVE, FAIRFAX COALITION OF POLICE	5
12. WILLARD JASPER 5807 WESTCHESTER STREET ALEXANDRIA, VA 22310	REPRESENTATIVE, FAIRFAX COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES	5
13. LINDA BURCHFIEL 1605 MADDUX LANE McLEAN, VA 22101	MEMBER, GREAT FALLS GROUP OF THE SIERRA CLUB	5
14. DAVID EDELMAN 1816 OPALOCKA DRIVE McLEAN, VA 22101	INDIVIDUAL	3
15. KEN GARNES 101 NIBLICK DRIVE VIENNA, VA 22180	CHAIRMAN, COMMUNITY SERVICES BOARD (CSB)	5
16. DALLAS "ROB" SWEEZY 5535 SULLY LAKE DRIVE CENTREVILLE, VA 20120	CSB BOARD MEMBER (SULLY DISTRICT)	3
17. LYNN MILLER 4551 FOREST DRIVE FAIRFAX, VA 22030	CSB BOARD MEMBER (DRANESVILLE DISTRICT)	3
18. RIKKI EPSTEIN 11401 ORCHARD GREEN COURT RESTON, VA 20190	INDIVIDUAL	3

Thursday, April 10, 2014

BUDGET HEARING
3:00 p.m.

	SPEAKER	ORGANIZATION / INDIVIDUAL	MINUTES
19.	LYNN RUIZ 7109 TRIAD WAY SPRINGFIELD, VA 22151	INDIVIDUAL	3
20.	DIANA MARTIN 8600 CROSS CHASE COURT FAIRFAX STATION, VA 22039	INDIVIDUAL	3
21.	JOHN MATUSIAK 4900 STONECROFT BOULEVARD CHANTILLY, VA 20151	INDIVIDUAL	3
22.	JARED WARNER 4900 STONECROFT BOULEVARD CHANTILLY, VA 20151	INDIVIDUAL	3
23.	MATT SIRASUSE 6121 FRANCONIA ROAD ALEXANDRIA, VA 22310	INDIVIDUAL	3
24.	ANDREW WRIGHT 12300 LEE JACKSON MEM. HGWY FAIRFAX, VA 22033	INDIVIDUAL	3
25.	RICH PERL 6121 FRANCONIA ROAD ALEXANDRIA, VA 22310	INDIVIDUAL	3
26.	EARL CULBERTSON 4900 STONECROFT BOULEVARD CHANTILLY, VA 20151	INDIVIDUAL	3
27.	SALLY HORN 7837 MONTVALE WAY McLEAN, VA 22102	PRESIDENT, McLEAN CITIZENS ASSOCIATION	5

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Thursday, April 10, 2014

BUDGET HEARING
3:00 p.m.

	SPEAKER	ORGANIZATION / INDIVIDUAL	MINUTES
28.	CAROL JAMESON 1141 ELDEN STREET #300 HERNDON, VA 20170	CEO, HEALTHWORKS FOR NORTHERN VIRGINIA	5
29.	MARLENA MELENDEZ 1141 ELDEN STREET, #300 HERNDON, VA 20170	INDIVIDUAL	3
30.	DR. ROBERT PHILLIPS 3728 MORNINGSIDE DR FAIRFAX, VA 22031	COVENER, COMMUNITY OF SOLUTIONS – HELPING TEENS DEAL WITH ADVERSITY AND BUILD RESILIENCE	5
31.	SHIRLEY CLARK 133 PARK STREET, NE VIENNA, VA 22124	CEO, THE WOMEN'S CENTER	5
32.	SONDRA S. HEMENWAY 12000 GOVT CTR PKWY, #339 FAIRFAX, VA 22035	VICE-CHAIR, COMMISSION FOR WOMEN	5
33.	KELLY GREENWOOD 7208 TAVNNER LANE, #107 ALEXANDRIA, VA 22306	FAIRFAX AREA DISABILITY SERVICES BOARD	5
34.	TOM O'CONNOR 13222 POINT PLEASANT DRIVE FAIRFAX, VA 22033	INDIVIDUAL	3
35.	SUMMER KEATING 9417 EAGLE TRACE FAIRFAX STATION, VA 22039	FRIENDS OF EDUCATION	3
36.	LAUREN JONES 9326 HALLSTON COURT FAIRFAX STATION, VA 22039	FRIENDS OF EDUCATION	3

Thursday, April 10, 2014

BUDGET HEARING
3:00 p.m.

	SPEAKER	ORGANIZATION / INDIVIDUAL	MINUTES
37.	ELIZABETH MUELLER 9402 CROSSPOINT DRIVE FAIRFAX STATION, VA 22039	FRIENDS OF EDUCATION	3
38.	KATIE ZASZEWSKI 9323 HALLSTON COURT FAIRFAX STATION, VA 22039	FRIENDS OF EDUCATION	3
39.	SONJA TODD 8302 GREENTREE MANOR LANE FAIRFAX STATION, VA 23039	FRIENDS OF EDUCATION	3
40.	ERIKA ASHLEY 8306 ARGENT CIRCLE FAIRFAX STATION, VA 22039	FRIENDS OF EDUCATION	3
41.	CATHERINE NELSON 8316 ARMETALE LANE FAIRFAX STATION, VA 22039	FRIENDS OF EDUCATION	3
42.	SHAISTA KEATING 9417 EAGLE TRACE FAIRFAX STATION, VA 22039	FRIENDS OF EDUCATION	5
43.	CAROLINE MUELLER 9402 CROSSPOINT DRIVE FAIRFAX STATION, VA 22039	FRIENDS OF EDUCATION	3
44.	LAUREL WARD 8509 CHASE GLEN CIRCLE FAIRFAX STATION, VA 22039	FRIENDS OF EDUCATION	3
45.	NANCY TRAINER 6153 FARVER STREET McLEAN, VA 22102	FRIENDS OF EDUCATION	3

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Thursday, April 10, 2014

BUDGET HEARING
3:00 p.m.

	SPEAKER	ORGANIZATION / INDIVIDUAL	MINUTES
46.	KIM KERN 10610 BELMONT BOULEVARD LORTON, VA 22079	FRIENDS OF EDUCATION	3
47.	DONNA STUDDIFORD 1608 OLD STAGE ROAD ALEXANDRIA, VA 22308	FRIENDS OF EDUCATION	3
48.	TENA BLUHM 4502 OVERCUP COURT FAIRFAX, VA 22032-3602	CHAIR, COMMISSION ON AGING	5
49.	THOMAS CRANMER 221 DONMORE DRIVE GREAT FALLS, VA 22066	INDIVIDUAL	3
50.	GEORGE BETERRA 5268 DUNLEIGH DRIVE BURKE, VA 22015	MINORITY STUDENT ACHIEVEMENT OVERSIGHT COMMITTEE	5
51.	MARIE LEMMON 12020 WINDING CREEK COURT CLIFTON, VA 20124	FCPS PRINCIPAL ASSOCIATIONS	5
52.	RACHEL ANTHONY 2052 CROSSING GATE WAY VIENNA, VA 22181	SACC PARENT ADVISORY COUNCIL	5
53.	BRUCE WRIGHT 2079 COBBLESTONE LANE RESTON, VA 20191	FAIRFAX ADVOCATES FOR BETTER BICYCLING	5
54.	EDWARD O'CONNOR 10650 MAIN STREET, SUITE 201 FAIRFAX, VA 22030	STRONGER TOGETHER PROGRAM	5

Thursday, April 10, 2014

BUDGET HEARING
3:00 p.m.

	SPEAKER	ORGANIZATION / INDIVIDUAL	MINUTES
55.	PERRY GARSON P.O. BOX 5214 ARLINGTON, VA 22205	STRONGER TOGETHER PROGRAM	3
56.	JILLIAN ABURUB 8722 SCOTT STREET SPRINGFIELD, VA 22153	STRONGER TOGETHER PROGRAM	3
57.	SHIRLEY NORMAN TAYLOR 4609 PINECREST OFFICE PARK DR ALEXANDRIA, VA 22312	STRONGER TOGETHER PROGRAM	3
58.	LINDA SULLIVAN 10604 JUDICIAL DRIVE FAIRFAX, VIRGINIA 22030	PRESIDENT & CEO, ARTS COUNCIL OF FAIRFAX COUNTY	5
59.	KATHY BEYER 5506 TALON COURT FAIRFAX, VA 22032	PRESIDENT, BOARD OF DIRECTORS, ACTING FOR YOUNG PEOPLE	5
60.	TANIA HARBOURT 9422 GOLDFIELD LANE BURKE, VA 22015	INDIVIDUAL	3
61.	CHRISTI ESTERLY SCHWARTEN 4028 HUMMER ROAD ANNANDALE, VA 22003	EXECUTIVE DIRECTOR, FAIRFAX CHORAL SOCIETY YOUTH CHOIRS	5
62.	BILL DuBOSE 1234 INGLESIDE AVENUE McLEAN, VA 22101	CHAIRMAN, BOARD OF DIRECTORS, McLEAN PROJECT FOR THE ARTS	5
63.	CAROLINE FRANKIL WARREN 3443 CARLIN SPRINGS ROAD FALLS CHURCH, VA 22041	EXECUTIVE DIRECTOR, BALLETNOVA CENTER FOR DANCE	5

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Thursday, April 10, 2014

BUDGET HEARING
3:00 p.m.

	SPEAKER	ORGANIZATION / INDIVIDUAL	MINUTES
64.	JOHN TURNER 1749 OLD MEADOW RD, STE 350 McLEAN, VA 22102	ARTISTIC DIRECTOR, RIVERBEND OPERA COMPANY	5
65.	ROBIN PARKER 1900 ELKIN STREET, STE 225 ALEXANDRIA, VA 22308	DIRECTOR OF MARKETING & OPERATIONS, MOUNT VERNON COMMUNITY CHILDREN'S THEATER	5
66.	DEE PEKRUHN 3440 S. JEFFERSON STREET FALLS CHURCH, VA 22041	DIRECTOR, RESIDENTIAL SERVICES, GOODWIN HOUSE BAILEY'S CROSSROADS	5
67.	ANN SICA 5952 BERKSHIRE COURT ALEXANDRIA, VA 22303	MEMBER, BOARD OF DIRECTORS, VIRGINIA CHAMBER ORCHESTRA	5
68.	JO HODGIN 1645 TRAP ROAD VIENNA, VA 22182	DIRECTOR, PLANNING AND INITIATIVES, WOLF TRAP FOUNDATION FOR THE PERFORMING ARTS	5
69.	CATHERINE LEDEC 3701 LOCKHEED BLVD ALEXANDRIA, VA 22306	PRESIDENT, FRIENDS OF HUNTLEY MEADOWS PARK	5
70.	JOHN DAMICO 11015 LEE HIGHWAY FAIRFAX, VA 22031	BRAY AND SCARF	3
71.	JANET OLESZEK 10500 INDIGO LANE FAIRFAX, VA 22032	INDIVIDUAL	3
72.	STAN NIU 1205 DANLEA COURT HERNDON, VA 20170	HOPE CHINESE SCHOOL	5

Thursday, April 10, 2014

BUDGET HEARING
3:00 p.m.

	SPEAKER	ORGANIZATION / INDIVIDUAL	MINUTES
73.	JOAN DALY 3438 BANNERWOOD DRIVE ANNANDALE, VA 22003	FALLS CHURCH HIGH SCHOOL PTSA	5
74.	IAN HOWELL 121 HICKORY CIRCLE SW VIENNA, VA 22180	INDIVIDUAL	3
75.	JANICE SIEGEL 3800 POWELL LANE FALLS CHURCH, VA 22041	FAIRFAX COUNTY ADULT DAY CARE ASSOCIATES	5
76.	CHERYL MASELLA 1133 HAPPY RIDGE DRIVE FRONT ROYAL, VA 22630	INDIVIDUAL	3
77.	MARTIN FULLER 15232 ELK RUN ROAD CHANTILLY, VA 20151	INDIVIDUAL	3
78.	STEVE KLASS 12011 GOVT CTR PKWY, STE. 940.3 FAIRFAX, VA 22035	FAIRFAX PARTNERSHIP FOR YOUTH	5
79.	SEUNGMIN LEE 4535 KING EDWARD COURT ANNANDALE, VA 22003	PRESIDENT, WASHINGTON ASSOCIATION FOR KOREAN SCHOOLS	5
80.	MARGARET EWELL 8508 OAKFORD DRIVE SPRINGFIELD, VA 22152	INDIVIDUAL	3
81.	MICHAEL DENNIS 13163 FOX HUNT LANE, APT. 111 HERNDON, VA 20171	INDIVIDUAL	3

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Thursday, April 10, 2014

BUDGET HEARING
3:00 p.m.

	SPEAKER	ORGANIZATION / INDIVIDUAL	MINUTES
82.	LINDA RODEFFER 12105 GREEN LEDGE COURT, #102 FAIRFAX, VA 22033	INDIVIDUAL	3
83.	ROBERT W. ADAMS 3008 WEBER PLACE OAKTON, VA 22124	INDIVIDUAL	3
84.	DARLENE CANNADY PO BOX 1738 ALEXANDRIA, VA 22313	INDIVIDUAL	3
85.	BEVERLY JURENKO PO BOX 5122e McLEAN, VA 22103-5122	FAIRFAX COUNTY ASSOCIATION FOR THE GIFTED	5
86.	TOM PETERSON 3421 ANDOVER DRIVE FAIRFAX, VA 22030	INDIVIDUAL	3
87.	GERALD GEDDES 9695 MAIN STREET, SUITE A FAIRFAX, VA 22031	CANDIDATE FOR US HOUSE OF REPRESENTATIVES, 11TH DISTRICT	3
88.	APRIL PINCH KEELER 7420 FULLERTON ROAD, SUITE 110 SPRINGFIELD, VA 22153	PRESIDENT AND CEO, MVLE, INC	5
89.	ROBERT WHITFIELD 1538 WOODCREST DRIVE RESTON, VA 20104	REPRESENTATIVE, DULLES CORRIDOR USERS GROUP	5
90.	KRISTIN HAYNES 3525A WOODBURN ROAD ANNANDALE, VA 22003	FALLS CHURCH HS UPROAR	3

Thursday, April 10, 2014

BUDGET HEARING
3:00 p.m.

SPEAKER	ORGANIZATION / INDIVIDUAL	MINUTES
91. EDWIN BRANNAN 16506 BOBSTER COURT WOODBRIDGE, VA 22191	FORMER MEMBER OF STRONGER TOGETHER	3
92. RALPH APTON 9610 BEACH MILL ROAD GREAT FALLS, VA 22066	REPRESENTATIVE, GREAT FALLS CITIZENS ASSOCIATION	5
93. JEAN LEWIS 3628 BUCKEYE COURT FAIRFAX, VA 22033	INDIVIDUAL	3
94. LISA COSTANTINI 10710 STANHOPE PLACE FAIRFAX, VA 22032	ADVISORY COMMITTEE FOR STUDENTS WITH DISABILITIES	3
95. JULIE CAMPBELL 5001 LINETTE LANE ANNANDALE, VA 22003	INDIVIDUAL	3
96. JAMIE MILLOY 7107 HADLOW COURT SPRINGFIELD, VA 22152	INDIVIDUAL	3
97. DON HINMAN 2991 HUNTINGTON GROVE SQUARE ALEXANDRIA, VA 22306	INDIVIDUAL	3

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Comprise Lab Tours

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

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

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

12000 Government Center Parkway

Suite 324

Fairfax, Virginia 22035

RSVP to Margaret Kositch

Margaret.kositch@fairfaxcounty.gov

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12000 Government Center Parkway

Suite 324

Fairfax, Virginia 22035

RSVP to Margaret Kositch

Margaret.kositch@fairfaxcounty.gov

Attachment 4

Gates, Karen

Subject: FW: SmartPay from Comprise is now live
Attachments: FCPL SmartPay April 2014.pdf

From: Kositch, Margaret R
Sent: Tuesday, April 29, 2014 12:05 PM
To: LIB-BRANCHES; LIB-ADMIN; LIB-TECH OPS; LIB-ARCHIVES
Subject: SmartPay from Comprise is now live

The first component of the Comprise project is now live—SmartPay. SmartPay is an online payment tool customers can use to pay their fines and fees.

Previously, customers could only get to online fine payment from the catalog; with SmartPay there are links in three additional locations.

http://www.fairfaxcounty.gov/library/

- **My Account** > **Pay my fees**

https://www.fairfaxcounty.gov/library/accountservices/

- **Most Popular** > **Pay fees**

https://www.fairfaxcounty.gov/library/accountservices/fees.htm

- **Payment Method** > **Online**

Customers can still pay fines from the catalog as well.

Attached please find a handout with instructions on using SmartPay.

Please contact any member of the Comprise team with questions or suggestions.

Thank you to the Comprise team for your hard work making this happen: Gene Calhoun, Bob Cappello, Rabindra Dhakal, Robert Harvey and Melanie Quinn.

Margaret

Desk 703-324-8314
Cell 571-309-3477

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Paying Your Fees Online with SmartPay

Paying Your Fees Online with SmartPay

www.fairfaxcounty.gov/library

Your Fairfax County Public Library
We're everywhere you are

Fairfax County Public Library
12000 Government Center Parkway
Suite 324
Fairfax, VA 22035

A Fairfax County, Va., publication

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

Fairfax County Public Library now offers SmartPay, a new way to pay your library fees online.

There are three ways to get to SmartPay from the library web page:

From www.fairfaxcounty.gov/library

- Go to the **My Account** area on the upper right.
- Select **Pay my fees.**

From www.fairfaxcounty.gov/library

- Go to the **My Account** area on the upper right.
- Select **Manage my account.**
- In the **Most Popular** section, select **Pay fees.**

From www.fairfaxcounty.gov/library

- Go to the library's **Catalog**. (To get to the **Catalog**, select **Catalog** under **Index** or under **Find Books and More.**)
- On the bar at the top, select **My Account.**
- On the **My Account** screen, select **Review My Account/Pay Bills.**
- Enter your **Library Card No**. and **Password.**
- Select the **Pay Now** button on the right. (This button is visible only if you owe fees.)

April 2014

Once you are on the SmartPay page:

Log in to SmartPay:

- To log in to **SmartPay**, enter your Library Card Number and PIN.
- Your PIN is the same as your library account password.

To pay a fine in SmartPay:

- Select the **Pay Fines/Fees** tab at the top of the screen.
- In the **Pay Now** column, select the check box on the line for each fine you want to pay. Your total will be reflected at the bottom of the column.
- If you wish, you may select the **Check All** button at the top of the column to pay all the fees.
- Enter the following information:
  - Name as on Card;
  - Card Billing Address;
  - Card Billing Zipcode;
  - Credit Card Number;
  - Expiration Date;
  - Security (CVV) Code.
- Select the **Finish** button near the bottom of the screen. This button will be disabled if no fines are selected.
- You will see a dialog box that says *"Your transaction is about to be processed. This might take several moments. PLEASE DO NOT click the back button or refresh button in your browser. Click OK to continue."*
- Select **OK** to continue or **Cancel** to cancel.
- A message saying "Please Wait" will come up. It may take a few moments.
- When your transaction is complete, you will see a transaction ID, and if you wish, you may print a receipt by selecting the **Print Receipt** button at the bottom.

To see past fee payments in SmartPay:

- You can see a history of the fines previously paid in SmartPay. To do so, select the **Transactions** tab at the top of the screen.
- Click in the **From Date** field to bring up a calendar, where you can select the first date you would like information for.
- Click in the **To Date** field to bring up a calendar, where you can select the last date you would like information for.
- Select **Submit Query**
- You will see a list of all fines paid using SmartPay between the dates selected. You will not see any fines listed that were paid at library branches, or using other online systems besides SmartPay.
- To print the fine payment history, select the **Print** button.

To see Fairfax County Public Library's Fees Policy:

- Select the **Fees/Fines Breakdown** tab at the top of the screen.

To log out of SmartPay:

- Select the **Log Out** tab at the top of the screen.

Attachment 5

Facilities Update: April 2014

CE

- An ADA improvement project to make both the public and staff restrooms compliant began April 18. The project is on schedule. The public restrooms will be completed Monday, May 12. The staff restrooms are due to be completed by the end of May.

GF

- Approval from the county Urban Arborist and FMD was given to a citizen to plant up to three White Oak trees on branch property.

HE

- On April 1, Herndon Library, along with other buildings facing the town green, was vandalized with a brick being thrown through a glass entrance door. The Herndon Police Department is involved investigating the incident. The broken glass has been replaced in the entrance door.

LO

- On March 24, an exterior pane of glass in a staff workroom window was found broken. Vandalism was suspected. A police report was filed. FMD replaced the broken pane of glass.

RB

- On April 10 a citizen reported hearing a crash then noted a pane of glass was broken in a window that faces a playground associated with the apartment complex next to the building. FMD replaced the broken pane of glass.

SH

- As part of the FMD Capital Improvement Plan all of the electrical panels and electrical feeds to the building were replaced in April. The branch was closed to the public on Saturday, April 19 to allow Dominion Power to turn off power to the building.

WW renovation

- The renovation continues to remain on schedule
- FCPS has agreed to empty the trash receptacles in the parking lot that remains open to the public during the renovation.

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Attachment 6

Status of Branch Vacancies - Merit
5/6/2014

Position	Job Class	Working Title	# Hours	Branch	Date Vacant	Status
5200823	Librarian IV	Branch Manager	40	RR	11/16/2013	Selection Made start date 3/24/14
52008309	Librarian IV	Branch Manager	40	GM	5/17/2014	Resumes received
52008340	Librarian I	Youth Services Librarian	40	TJ	7/26/2013	Selection Made start date 3/22/14
52008488	Librarian I	Youth Services Librarian	40	KN	11/1/2013	Selection Made start date 4/7
52008185	Librarian I	Youth Services Librarian	40	DM	12/27/2013	Selection Made start date 4/5
52008208	Librarian I	Youth Services Librarian	40	PH	3/22/2014	Selection Made start date 4/21
52008304	Library Information Assistant	Youth Services Assistant	20	BC	12/1/2012	Selection Made start date 5/5
52008189	Library Information Assistant	Youth Services Assistant	40	CH	4/6/2013	Selection Made start date 5/3
52008196	Library Information Assistant	Youth Services Assistant	20	PH	7/28/2012	Interviews completed
52008394	Library Information Assistant	Youth Services Assistant	40	PO	3/22/2013	Section made start date 5/3
52008173	Library Information Assistant	Youth Services Assistant	20	OK	2/19/2013	Selection made start date 5/17
52008588	Library Information Assistant	Youth Services Assistant	40	PO	3/8/2013	Selection made start date 5/3
52008559	Library Information Assistant	Youth Services Assistant	40	GM	12/13/2013	Selection made start date 6/14
52008212	Library Information Assistant	Youth Services Assistant	20	PH	12/7/2013	Selection Made start date 5/5
52008137	Linrary Information Assistant	Youth Services Assistant	20	HE	3/18/2014	Selection made start date 5/19
52008515	Library Information Assistant	Youth Services Assistant	40	CE	4/18/2014	Selection made start date 5/5
52008516	Library Information Assistant	Youth Services Assistant	20	DM	5/3/2014	Interviews completed
52008374	Library Information Assistant	Youth Services Assistant	20	TJ	5/3/2014	Interviews completed
52008295	Library Assistant III	Circulation Manager	40	MW	4/5/2013	Cert List

Position	Job Class	Working Title	# Hours	Branch	Date Vacant	Status
52008422	Library Assistant III	Circulation Manager	40	GF	5/31/2013	Cert List
52008436	Library Assistant IV	Circulation Manager	40	PO	3/9/2013	Interviews completed
52008153	Library Assistant IV	Circulation Manager	40	FX	1/10/2014	Interviews completed
52008572	Librarian II	Assistant Branch Manager	40	OK	8/17/2013	Resumes received
52008406	Librarian III	Assistant Branch Manager	40	TY	6/13/2013	Interviews scheduled
52008467	Librarian III	Assistant Branch Manager	40	CH	6/29/2013	Interviews scheduled
52008325	Librarian III	Assistant Branch Manager	40	RR	3/8/2014	Interviews scheduled
52008307	Librarian III	Assistant Branch Manager	40	GM	4/4/2014	Interviews scheduled
52008624	Librarian I	Information Services Librarian	20	PH	1/10/2013	Resumes received
52008219	Librarian I	Information Services Librarian	20	RR	6/28/2013	Resumes received
52008219	Librarian I	Information Services Librarian	20	RR	7/12/2013	Resumes received
52008312	Librarian I	Information Services Librarian	20	GM	8/9/2013	Resumes received
52008253	Librarian I	Information Services Librarian	20	SH	8/27/2013	Resumes received
52008405	Librarian I	Information Services Librarian	20	TY	10/6/2013	Resumes received
52008393	Librarian I	Information Services Librarian	20	GM	10/18/2013	Resumes received
52008308	Librarian I	Information Services Librarian	20	GM	11/22/2013	Resumes received
52008361	Library Information Assistant	Information Services Assistant	20	RB	6/14/2013	
53000179	Library Information Assistant	Customer Services Assistant	20	RB	8/9/2013	
53000108	Library Information Assistant	Customer Services Assistant	20	KP	8/30/2013	
53000180	Library Information Assistant	Customer Services Assistant	20	PH	3/22/2014	

Position	Job Class	Working Title	# Hours	Branch	Date Vacant	Status
53000179	Library Information Assistant	Customer Services Assistant	20	RB	8/9/2013	
52008159	Library Information Assistant	VA Room Assistant	40	FX	7/20/2013	
53000108	Library Information Assistant	Customer Services Assistant	20	KP	8/30/2013	
53000180	Library Information Assistant	Customer Services Assistant	20	PH	3/22/2014	
52008345	Library Assistant I	Sunday Circulation Manager	20	GM	4/19/2013	
52008349	Library Assistant I	Sunday Circulation Manager	20	RR	7/27/2013	
52008597	Library Assistant I	Sunday Circulation Manager	20	CE	9/18/2013	
52008216	Librarian II	Sunday Manager	20	RR	3/23/2013	
52008159	Library Information Assistant	VA Room Assistant	40	FX	7/20/2013	
52008154	Library Assistant II	Page Manager	40	FX	5/3/2014	
52008229	Librarian I	Youth Services Librarian	20	RR	3/22/2014	
52008175	Library Aide	Circ Aide	20	CE	2/9/2013	
52008522	Library Aide	Circ Aide	20	DM	12/29/2012	
52008377	Library Aide	Circ Aide	20	KP	2/22/2013	
52008538	Library Aide	Circ Aide	20	OK	1/29/2013	
52008378	Library Aide	Circ Aide	20	SH	4/4/2013	
52008612	Library Aide	Circ Aide	20	BC	6/26/2013	
52008178	Library Aide	Circ Aide	20	DM	7/26/2013	
52008434	Library Aide	Circ Aide	40	PO	7/30/2013	
52008256	Library Aide	Circ Aide	20	LO	11/15/2013	
52008377	Library Aide	Circ Aide	20	KP	1/10/2014	
52008618	Library Aide	Circ Aide	20	CH	9/8/2013	
52008289	Library Aide	Circ Aide	20	OK	11/30/2013	
52008169	Library Aide	Circ Aide	20	CE	2/22/2014	
52008190	Library Aide	Circ Aide	20	RR	4/18/2014	
52008379	Library Aide	Circ Aide	20	KP	5/30/2014	
52008505	Library Aide	Circ Aide	20	KN	5/30/2014	
52008213	Library Aide	Circ Aide	40	PH	6/14/2014	
52008508	Library Aide	Circ Aide	20	KN	5/31/2014	
52008379	Library Aide	Circ Aide	20	KP	5/31/2014	

Library IT Projects, FY2015-FY2016

Projects in implementation phase			
Project Name	**Status**	**Purpose served**	**Branch Impact**
Comprise (Melanie Quinn & Margaret Kositch)	In progress. Late FY2014-early FY2015 implementation.	Customer self-service. Replace Pharos. Interface with Workflows, SAP to streamline financial data.	• Public internet session length will change • New way of handling waives & donations • Kiosks for customer self-service will change customer support patterns • Limited ability to make change (no cash registers)
ILLiad (Dori Kim)	In progress. Late FY2014-early FY2015 implementation.	Customer self-service for inter-library loan requests. Enhanced staff tracking of requests.	• Eliminates double entry of ILL info • ILL customer self-service
Holds Label (Robert Harvey)	In progress. Pilot starts 5/19 week.	Software prints labels for customer holds. Streamlines branch holds processing.	• New non-stick printers installed • New labeling for holds • New branch workflow for holds processing
VMS (Erin Chernisky)	In progress. July 1, 2014 tentative start date	Online volunteer record maintenance.	• New laptop for each branch • New branch workflow for volunteer management • No more entering monthly statistics, but staff need to approve data entered by volunteers • All volunteers must apply online • Training is required
RightFax (Margaret Kositch)	In progress. Late May-early July 2014	Staff will be able to send and receive faxes electronically. In place at many other county agencies.	• New fax number at each branch • Desktop faxing utility installed on staff PCs • New incoming fax distribution process
eReader refresh (Bob Cappello)	In progress. New eReaders have been ordered.	Upgrade eReaders to allow staff to assist public with eBook technology that uses public wireless. Current eReaders lag behind customer-owned hardware.	• Improved staff ability to support customer eBook questions • Training is required • Legacy hardware return

Attachment 7

Prepared by Margaret Kositch, 5/6/14

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Library IT Projects, FY2015-FY2016

Projects in implementation phase			
Project Name	**Status**	**Purpose served**	**Branch Impact**
Public PC reallocation (Margaret Kositch)	In progress. Fall 2014.	Move public PCs to branches with higher demand	• Network drops, furniture, physical space need to be in place for branches receiving PCs.
Projects in planning phase			
Self-Checkout	RFP closes May 8, 2014. Contract expires October 2014. Mid-FY2015 implementation.	80% of customer checkouts are currently done by self-service.	• Possible new configuration for self-checkout • Furniture • Customers can pay fines at self-checkout stations
Expand wireless in branches	Planning phase. May not be in FY 2015 budget. Approved through Fairfax County IT 104 process, but with separate funding.	Allow staff to access staff wireless, so customers can be assisted anywhere in library facilities.	• Change in customer service workflow, as staff can conduct business away from service desks
Tablets	Planning phase. Pending DIT device approval. FCPL prepared to purchase technology.	Hardware will be used with expanded wireless to assist customers anywhere in library facilities. Sirsi MobileCirc client will be pivotal in this effort.	• Physical security concerns • Training
iPad/tablet catalog units	Planning phase. Pilot successful in two branches, would like to expand.	Use iPads/tablets as quick-access catalog tools, mounted on ends of shelving ranges. Project will require iPads/tablets and hardware for installation.	• Sam will convene a task force to discuss this issue
Wireless printing (Comprise)	Planning phase.	Allow wireless customers to print.	• Customer support required, as they must download software to their device to print to our Ricoh printers • Internet security concerns

Attachment 8

COMMONWEALTH OF VIRGINIA
County of Fairfax
BOARD OF SUPERVISORS

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SHARON BULOVA
CHAIRMAN

Establishment of a Task Force

To consider

A MEALS TAX REFERENDUM

Throughout the past months as this Board and the community have deliberated on the Advertised Fiscal Year 2015 Budget, a number of individuals and organizations have urged us to put the question of a meals tax to the voters.

In the Commonwealth of Virginia towns and cities are permitted to have a meals tax subject to an affirmative vote by the governing body. In Northern Virginia all of the cities and towns around and within Fairfax County have adopted a meals tax.

Counties, however, may establish a meals tax only if a referendum is approved by the voters. The last time this proposal was put on the ballot in Fairfax County was in April 1992. The referendum was not successful.

There has been a growing sentiment during recent years for our Board to once again allow the voters to decide whether or not they wish to avail themselves of this additional source of revenue. Reasons for urging this include the desire to diversify the revenues we have available to fund schools, public safety, parks, libraries and human services. If adopted at the same approximate rate as cities and towns in Northern Virginia, the rate would be 4 percent of the cost of a restaurant meal and would result in revenue of approximately $88 million.

I am proposing to establish a task force to consider the issue of putting a meals tax to referendum. The mission of the task force will be to recommend to the Board of Supervisors:

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

- And the task force should return to this Board with a recommendation for how revenue from a meals tax should be used.

I have asked former Board Chairmen Kate Hanley and Tom Davis to co-chair this task force and they have accepted.

I am proposing that the following organizations be invited to participate in the task force and to provide as soon as possible the names of their representative to serve:

- The Republican & Democratic parties
- The Fairfax County Chamber of Commerce
- The Restaurant Association of Metropolitan Washington
- Visit Fairfax
- The Federation of Citizens Associations
- The League of Women Voters
- The Fairfax County Taxpayers Alliance
- The Fairfax County Council of PTAs
- The Fairfax Education Association (FEA)
- The Fairfax County Federation of Teachers (FCFT)
- The Service Employees International Union (SEIU Virginia 512)
- The Park and Library foundations
- The Fairfax County Alliance for Human Services
- Public safety organizations, e.g. Police Employee Pay & Benefits Committee, International Association of Firefighters (IAFF) Local 2068, etc.
- Local/regional chambers, e.g. the Dulles Regional, McLean, Reston, Annandale, Central Fairfax, Mount Vernon/Lee, Asian, Hispanic, etc.

Additionally, Co-chairmen Hanley and Davis may have suggestions for additional membership to the Task Force.

The Task Force is asked to return to the Board of Supervisors with their recommendations by our meeting of **June 17th, 2014.**

Subject: FW: SRP updates

From: Kavich, Ted
Sent: Monday, May 05, 2014 4:21 PM
To: LIB-Youth Services Dept
Cc: Conners, Roberta; Seeley, Jim C.
Subject: SRP updates

Hello YS staff –
I have several SRP-related updates for you...

- The 2014 FCPS summer reading lists have indeed been posted on the FCPS website (thanks for Sarah Souther for breaking that news at the YS meeting last week!). Bobbie has started editing the lists to indicate adds and deletes (compared to 2013) and new call numbers, and Elizabeth and Sylvia (CSD) are purchasing additional copies of the new titles for 2014. If you notice any mistakes or errors on the posted lists (misspelled titles or authors, etc.), please let me and Bobbie know so we can make those edits if we haven't caught them already. Eventually, we'll post the "FCPL version" of the lists (with our call #s) on FairfaxNET for you all to use.

- You'll find some welcome additions to the SRP site on FairfaxNET (http://fairfaxnet.fairfaxcounty.gov/agencies/library/srp/Pages/default.aspx). BIG THANKS to Jim Seeley for posting these updates for us!
    - If you click on "Media," you'll see a selection of this year's SRP art and performer photos that you can use for flyers, etc. I've found the best way to download the high-res version of a graphic or photo is to hover the mouse over the picture until an enlarged version pops up...then click on "View Item" which shows you a larger version of the graphic...then right click and "Save picture as" to save a high-res version for use in flyers. Remember, there are flyer templates you can use here: http://fairfaxnet.fairfaxcounty.gov/agencies/library/Pages/program_templates.aspx.
    - If you click on "Resource Guides," you'll see PDF files of the various sections of the Paws to Read Resource Guide. Click on the name to the right of each title to open up that section for reading and/or printing. The guide contains ideas for branch story time programs, etc.
    - Keep checking the SRP site for more updates in the coming weeks. As Gwen and Angela complete new pieces, they will be added to the Media page. NOTE: many of the links on the main SRP site have not been updated yet.

- The Performance Schedule handout – which was specifically designed for you to take to school outreach/book talking visits – is at the printer and should arrive in branches very soon. This is the awesome piece (created last year by Gwen) that includes a listing of all the system SRP performer events as well as SRP sign-up info, etc.

I'll send more updates as SRP 2014 draws closer.
Thanks!
Ted

Subject: FW: Congratulations to volunteers and Friends

All:

Fairfax County Public Library volunteers and Friends had an outstanding showing at this morning's Fairfax County Volunteer Service Award ceremony. I am pleased to let you know that the Ready to Read Volunteer Program won in the Fairfax County Volunteer Program category and the Friends of the Richard Byrd Library won the award in the Adult Volunteer Group category!

Nominees in competitive categories included: the Friends of the Burke Centre Library; KN's Wag a Tale Read to the Dog Program; and OK volunteers Rebecca Cator, Elizabeth Nguyen, Susan Luvison, and Jane Sharnoff. Volunteers recognized for 250 hours of service were: GM volunteers Mark Cohen, Ramona Dano, Johan Glembocki, and Kathleen Levitz; PH volunteers Wendie Leung, and Karen Pellerin; and MW volunteer Bev Morse. MW youth volunteer Zoe Smith was recognized for 100 hours of service.

My most sincere congratulations go to all our nominees and award winners. While we all know what they do is important, having their efforts showcased and honored county-wide underscores the important value of the service provided to the community by library volunteers and Friends. Today is a proud day for our system!

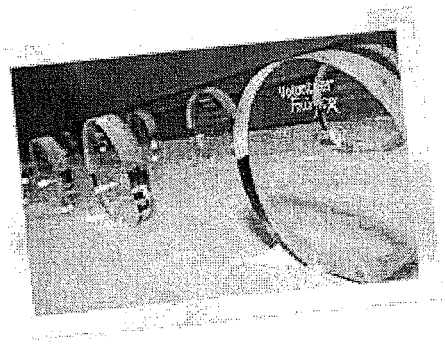
Sam

Volunteer Fairfax

search

Individuals Corporations Nonprofits About Us

Volunteer Fairfax mobilizes people and resources to meet regional community needs.



Event Overview

2014 Nominees

Event Tickets

Raffle Tickets

Sponsor the Event

FAQ

Past Service Awards

Home > Nonprofits > Service Awards > 2014 Service Award Nominees
2014 Service Award Winners

View all of this year's nominees here.

2014 Community Champions:

Braddock District: **Cheryl McDonald**
Dranesville District: **Margaret Malone**
Hunter Mill District: **Amy's Amigos**
Lee District: **Bill Shuttleworth**
Mason District: **Mary Patricia Daniels**
Mount Vernon District: **Louise Cleveland**
Providence District: **Oakton Virginia Stake**

Springfield District: **Jim Kirkpatrick**
Sully District: **Amrit Daryanani**
At-Large: **Scott Wheatley**

2014 Fairfax County Volunteer Service Award Winners:

Adult Volunteer under 250 hours
Patti Schule

More than seven years ago, Patti heard about the need for warm meals and winter supplies at the North County Hypothermia Prevention Program, and has been an active volunteer in the community ever since. Patti takes on the coordination of serving dinners for twenty-five homeless, hungry adults weekly from December through March. At the Embry Rucker Community Shelter she has also coordinated monthly donations of 120 bagged meals; allowing those who are not at the shelter because of work or school to still have a great lunch. She also recruits chefs from the congregation monthly to prepare and serve a warm dinner to over seventy people who call the shelter home. Her work at the Embry Rucker Shelter resulted in 3,120 meals donated in the last year. In addition to her work providing meals, Patti has also personally tutored more than fifty individuals at Hutchison Elementary School in the English language, helping them towards their goals of being able to fully integrate into their adopted community. Patti has been able to impact hundreds of county residents because she doesn't stop at what she can do alone, but engages the compassion of others to work alongside her. Instead of shying away from particularly daunting tasks or large scale issues,

Patti rallies hundreds of others to volunteers to work alongside of her to help tackle the task. Nate King describes Patti as "the type of volunteer that every volunteer manager loves to work with. She is always proactive, rather than reactive, when it comes to assisting others, and her focus is ever on providing better and better service for those in need. Thanks to her efforts throughout the year, many of the day-to-day necessities of the shelter are met before they become an emergency need."

Adult Over 250 hours
Ashleigh Soloff

During her tenure as a volunteer for the Fairfax County Sully District Police Station, Auxiliary Police Officer Ashleigh Soloff has revitalized the Auxiliary Police Officer program. Volunteering since 2004, she has taken on a variety of administrative duties, streamlining the County-wide auxiliary police records system to make it simpler for supervisors to monitor their APOs attendance and training requirements. APO Soloff facilitates a monthly Auxiliary Police meeting in which upcoming events, training topics, and participation in different operations within the police department are discussed. In addition to her administrative duties, APO Soloff frequently provides valuable support to patrol officers on the street. She is as proficient as a cover officer, having provided supported during physical arrests and testified in traffic arrest cases which led to convictions. Her dedication was tested when a drunk driver struck the cruiser she and another officer occupied while driving a patrol shift. During this alarming turn of events, APO Soloff remained calm and professional as she assisted the patrol officer in arresting the driver for hit and run drunk driving. This continuous level of commitment has provided leadership and positive examples many fellow APOs look up to and aspire toward.

Lieutenant James Krause says that "APO Soloff is an invaluable volunteer for our organization. She is extremely efficient and productive. She goes above and beyond what is expected of her. Because of her excellent organizational skills, she makes the volunteering experience very easy and enjoyable for many."

Adult Volunteer Group
Friends of Richard Byrd Library

Like other library Friends groups, the Friends of Richard Byrd Library provide funds for various library magazine and newspaper subscriptions and a multitude of paid programs. But the group wanted to go beyond the traditional role of fundraising and literacy, and decided to add new challenges to their 2013 task list. Taking inspiration from their namesake, they worked to develop two major events, one an adult lecture about Richard Byrd and the other a family day about penguins and Antarctica. The adult lecture informed and delighted a standing room audience and the family day brought all of Springfield together with over four hundred attendees educated and charmed. By the end of these events the group had embraced the idea of doing more for the community, and reached out to the Einstein Fellows, which encompasses the best and brightest in science, technology, engineering, and math. The Einstein Fellows were brought on to collaborate with the newly created Explorers program, a program that gives a hands on approach to topics as varied as robotic coding to space science to 3D printing. The group then worked with the four Title 1 schools surrounding the Richard Byrd library to ensure they knew to send interested students to the Explorers program. As if this wasn't enough, the Friends of Richard Byrd Library took on one more new effort: Educators Night. They invited teachers from nearby Title 1 schools to an event just for them, putting a personal relationship in place and giving the teachers more than eight hundred new books for their classrooms.

Christine Peterson, the President of the Friends of Richard Byrd Library group, had the following to say about the group: "At its core, the Friends of Richard Byrd Library is a group that says yes. We say yes to bold, difficult challenges, to working hard as volunteers and to being part of a team. We take seriously our namesake, Antarctic explorer Richard Byrd's legacy of doing demanding things for the benefit of many. We are breaking the ice ceiling on what a Friend of the Library can do."

<u>Senior Volunteer</u>
Doris Crawford

Doris has volunteered with the American Red Cross in the National Capital Region for nine years, and is a member of the Fairfax County Disaster Action Team, Community Outreach Team, and Community Disaster Educators. She is the region wide lead for client services; supporting dozens of volunteers as they feed, shelter, and provide whatever services necessary to all clients in Fairfax County. Doris is also a response leader, supervising other volunteers who respond to disasters to meet immediate housing, clothing, or other emergency needs. Doris is so dependable that the only time she is unreachable is when she is out of state - usually on a larger Red Cross disaster assignment!

Linda Mathes, the CEO of the American Red Cross in the National Capital Region says "Doris is the gold standard for volunteering - she brings humility and expertise to every situation, and represents the Red Cross with grace and competence at every turn. We share Doris with any number of other agencies in the county, but it seems as though she is out there serving our clients one hundred percent of time. We love Doris Crawford and we are so lucky to count her among out team."

<u>Volunteer Program</u>
Food for Others

A few years ago Food for Others launched their Power Pack Program, which provides elementary school aged children with a pack of food to supplement their weekend food supply. Having food to eat over the weekend allows for better behavior and concentration in students who may otherwise struggle in the classroom. As of December 2013, twenty-nine elementary schools are being served with an average of 2,300 packs of food being distributed to students per week!

Food for Others volunteers are full-heartedly dedicated to the mission of improving children's chances for better learning and, hopefully, a successful future. They serve as the main contact between Food for Others and the schools, pack and deliver the food, and sometimes even donate food to the program. Nikki Clifford, Volunteer Manager for Food

for Others, had the following to say about her volunteers: "Without the volunteers assisting with the Power Pack Program we could not serve all the students that we currently do. Their willingness to take on all aspects of feeding students in need makes it an honor to work alongside each and every one of them!

Youth Volunteer
Jonah Basl

Jonah has served as a Junior Assistant Scoutmaster for Boy Scout Troop 1525, which is chartered to St. Matthew's United Methodist Church. In his role he is responsible for duties involving guidance, instruction, leadership, and advancement of scouts as needed. Where some Scouts slow down their involvement in scouting upon achieving Eagle rank, Jonah's involvement has never wavered; and when he became eligible at age 16 to serve as a Junior Assistant Scoutmaster he readily accepted the responsibility. To date, he has earned six Eagle Palms, each of which represents three months of service and leadership within the Troop, plus an additional five Merit Badges. He is an enthusiastic role model for outdoor camping and leadership.

Roger Basl had the following to say about Jonah: "He is the most involved, selfless, and service-minded Boy Scout in Troop 1525. As called out in his Eagle Oath, he understands the true spirit of service - to his fellow scouts, to his community, and to mankind in general."

Youth Volunteer Group
National Charity League - Cherry Blossom Chapter

The National Charity League has been one of Northern Virginia Family Service's most dedicated volunteer groups since they began volunteering in 2012. Their group is consistently involved in a variety of NVFS programs, playing an integral role in the annual Back to School drive, hand making greeting cards, and regularly volunteering at thrift shops. Because of the dedication of the members of National Charity League, NVFS has been able to ensure over one thousand six hundred students in the Northern Virginia area are set up to succeed in school, NVFS thrift shops are organized and more accessible for customers, and NVFS is well stocked with homemade greeting cards to wish a client well or to thank a donor. What sets the National Charity League apart from many other volunteers is that they are not volunteering merely to complete required community service hours for school; they have a maturity beyond their years that shows a sincere desire to help their community and a genuine empathy for those less fortunate.

Navara Cannon, the Volunteer Manager at NVFS, has worked closely with this group and had the following to say about them: "The young ladies of this group live and breathe their commitment in every sense of the words. In addition to their hectic schedules balancing school and extracurricular activities, this group of girls makes time to proactively participate and give back to NVFS and a host of other organizations, making their community a better place. The media might have you believe that all youth are entitled and lazy but these young ladies steadfastly disprove those claims."

Family Volunteer
Anna and Kat Hayes

Anna began volunteering at Northern Virginia Therapeutic Riding Program five years ago. Soon after she began to volunteer, she recruited her daughter, Kat, to join her. Both Anna and Kat love horses, and share a belief in their healing power and ability to connect to riders with different needs. Volunteering at Northern Virginia Therapeutic Riding Program has given Anna and Kat the opportunity to combine their love of horses with giving back to the community, a love that is clearly articulated through the dedication and the quality of their service to clients.

Linda Aikey, director of volunteers at Northern Virginia Therapeutic Riding, says that "volunteers are the backbone of

the Northern Virginia Therapeutic Riding Program. When one volunteer recruits a family member, it's a testament to their belief and dedication to our program. Anna and Kat exemplify all that is amazing about our volunteers."

Intégrate Individual
Roberto Quinones

In 2003, Roberto created the DC Hispanic Employee Network as an online community to help individuals and organizations connect. Through this non-partisan, non-commercial forum, he has become an aide to numerous organizations seeking help in their outreach into and within the Hispanic community. For over ten years Roberto's "low tech" DC Hispanic Employee Network has grown and become an ongoing valuable free tool, while his personal involvement in volunteer roles has expanded as an advocate and recruiter of even more volunteers. The entire Hispanic population of Fairfax and the DC Metro Region has benefited from this valuable tool and Roberto's stewardship between the community, non-profits, local and federal government, and advocacy groups.

Roberto's tireless efforts in the daily caretaking of this online forum embody the spirit of community service and volunteerism. Sharon Lynn, the director of the Agency on Aging, has said that "Roberto's collaboration has strengthened and expanded our networks, both for the Area Agency on Aging and the Northern Virginia Aging Network."

Intégrate Group
St. Stephen's United Methodist Church

The St. Stephen's United Methodist Church group is comprised of three women who volunteer at Grace Ministries. These volunteers began attending English as a Second Language, or ESL, classes over four years ago, and have been dedicated volunteers at the Grace Ministries program since the third month of its inception. They provide direct support to those who attend the Grace Ministries program, supporting needy members of our community in any way necessary. When the need for bilingual volunteers came to fruition at Grace Ministries, each of these volunteers agreed to give it a try. They have done more than give it a try: they have become vital, valued, and trusted leaders to the Grace Ministries community.

Cathy Liverman, the volunteer coordinator for St. Stephen's, says that these women are "joyful and tireless leaders in our Grace Ministries program at St. Stephen's. From early on in this program they stepped up and have been leaders; they are quick to introduce themselves to new volunteers and show them what needs to be done, translate for volunteers and guests, invite their friends and neighbors and family members to participate, and are vital in troubleshooting any issues that arise. Grace Ministries has benefited so much from their participation and leadership!"

Fairfax County Volunteer
John Bauer

John has served as a Volunteer in Police Service for over ten years at the West Springfield District Station of the Fairfax County Police Department. He spends his time tirelessly assisting the district in a variety of ways. One of these tasks is maintaining the district's police fleet, which includes transporting, repairing, and coordinating repairs for the district's police vehicle fleet, an action which allows patrol officers to spend more of their time in-service to the community. John also attends numerous police department functions throughout the West Springfield District as a representative for the Crime Prevention Unit, helping to facilitate the distribution of crime prevention material, promote community partnership programs, and any other community resources he has to offer. John is continually enriching the knowledge he brings to the district by taking classes at the police academy and attending crime prevention conventions, giving him the knowledge he needs to maintain status as a "Refuse To Be A Victim" Instructor.

J.T. Frey, Master Police Officer at West Springfield District Station, says "It doesn't matter what time or day it is or if something has come up at the last minute because a quick call to John will be the only call you have to make and John will be on the way to help out."

Fairfax County Volunteer Program
Ready to Read Volunteer Program

The Ready to Read program brings early literacy story times directly to preschool children in childcare centers and Head Start classrooms throughout Fairfax County, helping to better prepare children to become successful readers and learners. The program emphasizes the six pre-reading building blocks including narrative skills, letter knowledge, print awareness, vocabulary, print motivation, and phonological awareness. In 2013, Ready to Read volunteers led 532 story times in 40 Head Start and preschool classrooms which were attended by over ten thousand students and their teachers and care givers. Thanks to generous contributions from Fairfax Library Foundation, Ready to Read volunteers also distributed over seven thousand picture books to Fairfax County preschoolers.

The Ready to Read volunteers are experienced educators who receive further training to ensure they have the required knowledge and skills needed to lead effective story times. They bring their creativity, energy, and passion to the children that need it. The Ready to Read volunteer program is an example of how the enthusiasm, dedication, and professionalism of a few volunteers can so positively impact the lives of thousands of Fairfax County's children.

Sam Clay, the director of the Fairfax County Public Library System, had the following to say about the program: "Volunteers have always been a critical component of successful library service, but until we created the early literacy volunteer program, we didn't realize how much of a difference we could truly make in the lives of children. These volunteers have contributed thousands of hours of service; we could calculate their value on an hourly basis and we can even tell you how many children they reach annual with their animated and skillful story telling. But what is immeasurable, invaluable, and truly priceless is the joy of reading that is passed on to children. These volunteers are teachers, entertainers, storytellers, and builders; builders of a community of readers, and that will enhance their lives and our community for years to come.

Corporate Volunteer Program
BB&T

BB&T, through their Lighthouse Project, has partnered with two of Shelter House's shelters; one group working with the Katherine K. Hanley Shelter and the other with the Artemis House. They have been involved in a variety of tasks from serving breakfast and lunch to clients, cleaning and setting up the dining room, painting, supplying new office furniture, and providing financial literacy classes to clients. Were it not for the dedication of the BB&T Lighthouse Project volunteers at both shelters, clients would have had a much different experience. While the shelters provided great service before these volunteer projects took place, the BB&T volunteers were able to enhance multiple areas of each shelter to make clients feel more comfortable at such a critical point in their lives. The impact of their work was tremendous on both the clients and the Shelter House staff.

Mohamed Ait Abbou, Building Manager at the Katherine Hanley Family Shelter, is very grateful for the BB&T volunteers, saying: "The BB&T Lighthouse Project is a huge help every year. The volunteers offered to assist in any way they could. I am very grateful for their hard work - they made our day!"

RSVP Northern Virginia Award
Sharon Page

Sharon is a dedicated volunteer at Hogar Immigrant Services, serving as a volunteer for the English for Speakers of Other Languages, or ESOL, program at St. Joseph's in Herndon. Sharon is present for classes twice weekly, and ensures that the ESOL program runs smoothly to give all students a high-quality English education. Sharon's commitment to the immigrant community is clearly shown through the impact and dedication that she has brought to other ESOL volunteers and to the ESOL students.

Carla Walsh, Education Services Manager, said the following about Sharon: "Sharon is the most dedicated volunteer one could hope for. She is always there when classes are in session and ready to step in in any emergency. She organizes the teacher meetings, registration volunteers and supplies, making life easy for Hogar staff. Through her personal efforts, Sharon has created support for the program from parish organizations and individual parishioners, a number of whom provide scholarships for ESOL students who have financial needs. And the icing on the cake is that she does all this with a generous spirit and a smile on her face."

Rising Star
Nicholas Hartigan

Looking to find a way to become involved in the community, Nicholas Hartigan started the Reston Young Professionals, and organization that provides opportunities for community service, networking, and leadership to young people living in and around Reston. Through his role with the Reston Young Professionals, he has oftentimes become the coordinator of a group of willing volunteers looking for a great opportunity to give back. Nicholas has provided volunteers for a variety of events in the Reston community including clean up days, backpack and coat drives, athletic races, and many more. He also organizes monthly social events for the Reston Young Professionals members, giving them the opportunity to interact and discuss upcoming volunteer opportunities together. Nicholas is consistently encouraging members to suggest and lead volunteer events, instilling his passion for volunteerism in others. The encouragement he provides to other members ensures that, even after he has moved beyond the young professional phase of his life, the philanthropic mindset of Reston Young Professionals will continue.

Lynn Lillenthal, a board member of the Reston Historic Trust, had the following to say about Nicholas: "To me, Nicholas is one of the new pioneers and leaders of Reston. I believe that Nicholas has all the right instincts for being a part of this community and assisting other to join in as well. Accepting responsibility, becoming part of the fabric of the community through work in our social organizations is fabulous to see in others. What more could we ask for than to realize the talent and ability of young leaders."

Lifetime Achievement
Ramona Watson Morrow

Ramona has served as a volunteer for Fairfax County Public Schools for twenty-four years on many levels - from classroom support to leadership roles, all of her volunteer activities targeting ways to improve the quality of life and education for young people. Ramona resume is quite extensive, having served as President of the Fairfax County Council of PTA's, as the Chair of the Superintendent's Business and Community Advisory Council, and as a member of the Career and Technical Education Advisory Council Advisory Board, to name only a few of the many organizations that have had the pleasure of working with her. Each organization Ramona has served have witnessed a person so committed to accomplishing goals that collaboration was merely a natural extension in all that does. The organizations Ramona has served have benefited from her intelligence, ability, and maneuverability; she's helped all of them change, grow, and thrive.

Dr. Karen Garza, Fairfax County Public Schools Superintendent, had the following to say about Ramona: "Mona has been an invaluable resource to me as the new Superintendent in Fairfax. Her history and knowledge of the system cannot be overstated. Mona always offers fresh and honest opinions on the very important perspective of our parents

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and community. Mona has dedicated her life in service to the children and parents of our community and for that we are forever grateful."

Congratulations to all of our nominees and to our award recipients!

DONATE

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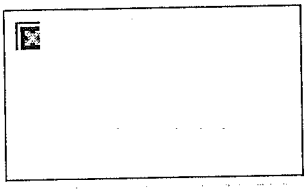

THANK YOU TO OUR PARTNERS

Designate #8706

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Attachment 11

Memorandum of Understanding
Fairfax County Public Library Proposal for Library Services to the Residents of City of Manassas Park

April 23, 2014

Dean H. Crowhurst
City Attorney/Interim City Manager
City Hall
One Park Center Court
Manassas Park, VA 20111

CC:
Frank Jones, Mayor
Bryan E. Polk, Vice Mayor

- Fairfax County Public Library agrees to offer library services to City of Manassas Park residents for $27 per card, in minimum increments of 100. (Please note this is the current cost for non-residents and there will not be a discount for volume).

- We recommend City of Manassas Park purchase 1,000 cards for residents. If the registration maximum has been reached for the fiscal year then City of Manassas Park will have the opportunity to purchase additional cards at the standard rate of $27 per card in minimum increments of 100. Fairfax County Public Library may adjust the non-resident rate in the future; if so this Memorandum of Understanding (MOU) will be adjusted to match that rate at the next fiscal year.

- Total cost of this expenditure will be $27 per card per annum, payable at the beginning of each Fairfax County Public Library fiscal year.

- Assuming this proposal is accepted by May ???, 2014, these cards would be available July 1, 2014, and would be valid for one fiscal year, expiring on June 30, 2015.

- This MOU can be renegotiated each spring to determine an accurate usage by City of Manassas Park residents and adjust the future expenditure, but reimbursement will not be provided for unused library cards each year.

- These cards would be valid at Fairfax County Public Library branches and for services provided online by Fairfax County Public Library only with no validity at neighboring jurisdictions.

- To receive a Fairfax County Public Library card, City of Manassas Park residents, can apply online or at any of our 23 library branches.

- Currently established procedures and guidelines governing applying for a library card, maintaining library accounts and usage of the library will apply to City of Manassas Park residents.

- Details regarding the locations and hours of Fairfax County Public Library branches as well as the application process can be found on the FCPL website www.fairfaxcounty.gov/library. A print out of this information is included with this proposal.

- This MOU does not include advertising costs within the City of Manassas Park. The City of Manassas Park is responsible for publicizing the new service to its residents.

- Fairfax County Public Library can provide the library logo as well as other files for duplication if requested.

- The library website will be updated to address the new policy with City of Manassas Park and a news release will be sent out to local media once the new service to residents is in place.

- For payment procedures, please contact _____

Signature lines?

Sincerely,

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

Attached is the interim report on Floating that the Ad Hoc Floating Collections and Discards Committee requested for February:
http://www.fairfaxcounty.gov/library/news/floatinganddiscardsreport.htm

Recommendations

The Committee recommends this Transfer Focus Group be established as soon as possible to address the charge above. Once the actual capabilities of the Collection HQ software have been identified, the Transfer Focus Group should identify branch needs not met by the software, and FCPL should address these needs. The Transfer Focus Group should also address special collection and related issues regarding whether or not to float or non-float those items.

Since reports from other library systems note that it takes about a year or so for "floating systems" to stabilize into a predictable pattern, the Committee requests an interim report in February 2014, and a one-year status report in June 2014 to examine the progress in implementing floating and to identify on-going issues. The impact of floating on the diverse population of users (such as low income, English Language Learners, children, the elderly, the low tech, etc.) who tend to use materials on-site only should be assessed as part of the analysis.

In addition we recommend the inclusion of an in-branch user survey. Many library users browse items rather than borrow them, and the statistics of this pattern of usage is important in evaluating the new floating system. The use of reference collections (i.e., the Virginia Room) and non-floating special collections (i.e., magazines) is also important information in the evaluation process.

The Committee requests the Library Director, as part of his monthly Director's Report to the Library Board, report on the current activities and findings of the Transfer Focus Group.

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:

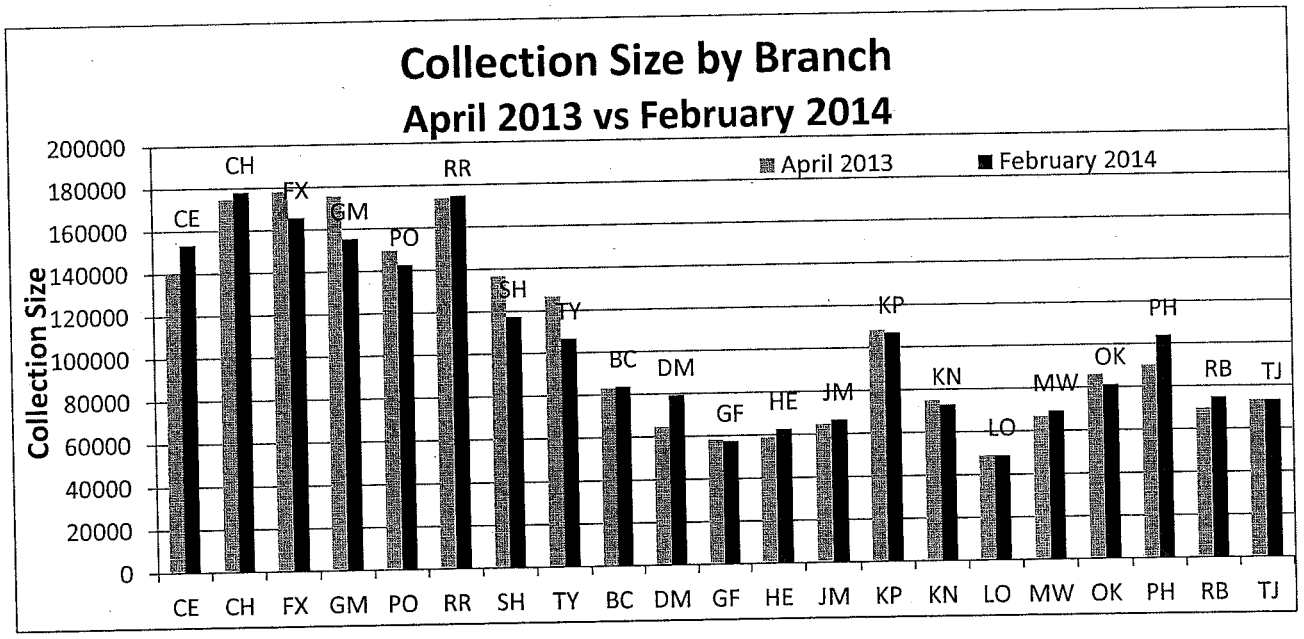
Net Lenders (loss of more than 6% of total branch collection size)

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.

Attachment 13

Fairfax County Public Library Board of Trustees

CONSIDERATION ITEM
January 7, 2014
Resubmitted on May 14, 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.

This document provides general guidance relating to behaviors and would be posted in public areas for customer awareness. It isn't intended to define the procedures and guidelines for dealing with unacceptable behaviors. Those guidelines are outlined in a "Problem Behavior Manual" and are part of manager training for library staff. The behaviors outlined are those that library staff see often and would find helpful to have a document to point to when the behavior is being addressed with the customer(s). Staff judgment is integral to the responses that could be required as one of the behaviors is addressed.

The idea of adopting a Code of Conduct came directly from branch staff and was developed by a committee of 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 Code1 §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

Fairfax County Public Library Board of Trustees

CONSIDERATION ITEM
April 9, 2014

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

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

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

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

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

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

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

Attached Documents:
(1) Minutes from Staff Day Planning Committee meeting
(2) Results summary from Staff Day employee survey

Staff Day Planning Committee Meeting
February 20, 2014

Minutes

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

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

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

- **Staff Day Logistics**
  - Date – It was suggested that we look at late September 2014. This gives more flexibility for a venue without worry of conflicts with booktalks, SRP or vacation plans. There was a mention that it not interfere with Fall for the Book. Fall for the Book is scheduled from Thursday, Sept. 11 through Thursday, Sept. 18. The only remaining Thursday is September 25. However, September 25 is Rosh Hashanah. What do we think about pursuing October 2?

  - Time – The group decided in agreement with the survey responses that Thursday would be the preferred day of the week. Committee agreed that all branches should be closed that day. Suggested start time for registration was 8:30 a.m. Suggested end time was 4:30 p.m.

  - Length – The preliminary format suggested would best be accommodated with an 8-hour day that includes breakfast and lunch.

  - Attendance – There was much discussion around mandatory vs. optional attendance. As a consensus, the group agreed that all staff (including pages) should be given the opportunity to participate. The committee agreed that "mandatory" was a bit intimidating and perhaps in the marketing of the event a softer term could be used. Staff could be "encouraged" to participate. Committee members agreed that staff members choosing not to participate in staff day would be required to use personal leave.
    - Question – there were questions regarding pages and exempt staff. If exempt staff participate, can staff choose whether they use this 8 hours as part of their scheduled hours or overtime? The committee was concerned that using as scheduled hours would negatively impact the branches (particularly with the page staff). I am still awaiting a response to this question.

  - Location – A number of suggestions were given on location. Once the date is confirmed, the location subcommittee can look at options including:
    - Area high schools; Conference Center at George Mason; Chantilly Conference Center; Mott Center, etc.

- **Staff Day Format** – The following loose format was agreed upon by the committee:
  - Registration/Breakfast
  - Keynote Speaker (Funny, motivational)
  - Morning Breakout Sessions – These would be a mix of 1- and 2-hour sessions that include options for both professional and personal development that would accommodate suggestions received from survey responses.
  - Lunch Break – lunch would be on site where all staff could gather in one room and use this time for informal fellowship among staff – social time.
  - Afternoon Breakout Sessions – Similar to those offered in the morning, these would be a mix of 1- and 2-hour sessions that include options for both professional and personal development that would accommodate suggestions received from survey responses.
  - It was also suggested that we partner with other county agencies to see if they would be willing to set up booths where FCPL staff could browse during the breaks and lunch to get information from other agencies (for example, Retirement agency, health screenings offered by DHR, Park Authority/Rec Centers.) This would be in response to branch staff feeling separated from county services in general – not having access to sessions/services available to employees that work in the government center.

- **Resources**
  - There was a consensus among the staff that when possible we draw on the experiences of fellow county staff and services offered by other county agencies for training and workshop opportunities.
  - Committee suggested requesting funds from EAC (offered $500 already), Friends groups, Foundation to help offset cost of Staff Day.

- **Allocating Resources**
  - Committee agreed tasks would be completed most efficiently if the group broke into subcommittees. The subcommittees were determined and are listed below. A sign-up sheet will be available as soon as our team site is ready to go. As a reminder, the committee members will be responsible for investigating and information gathering and will bring information back to the full committee before final decisions are made. You can sign up for more than one subcommittee but please be mindful of your branch responsibilities.
    - Location/Venue
    - Professional Development
    - Personal Development
    - Keynote Speaker
    - Food (determine breakfast, lunch and snack options; set-up/take down logistics)
    - Outreach (recruiting other county departments to participate in a "service fair" with fun giveaways and info on services offered (DHR health screenings, Retirement Agency, EAC)

- **Resources Needed** – We can fill in the blanks here as we begin moving forward.

- **Committee Communication**
  - fairfaxNET webpage for all staff
  - fairfaxNET team site for committee members

- Meeting minutes
- Updates in Your 411 Weekly
- Marketing of event to staff (theme contest, workshop survey, etc. to keep staff engaged and encourage participation)

- **Future Meetings**
  - It was suggested that the committee meet monthly for now and more frequently as Staff Day approaches.
  - Suggested that meetings alternate between Tuesdays and Thursdays.
  - I received another suggestion to move the meeting time to Wednesday mornings or Monday/Tuesday afternoons to accommodate branch needs. I will add this to our discussion items for our March 18 meeting and the April meeting will be scheduled accordingly.
  - It was agreed that meetings will be held at Government Center (This can always be changed if location becomes an issue).

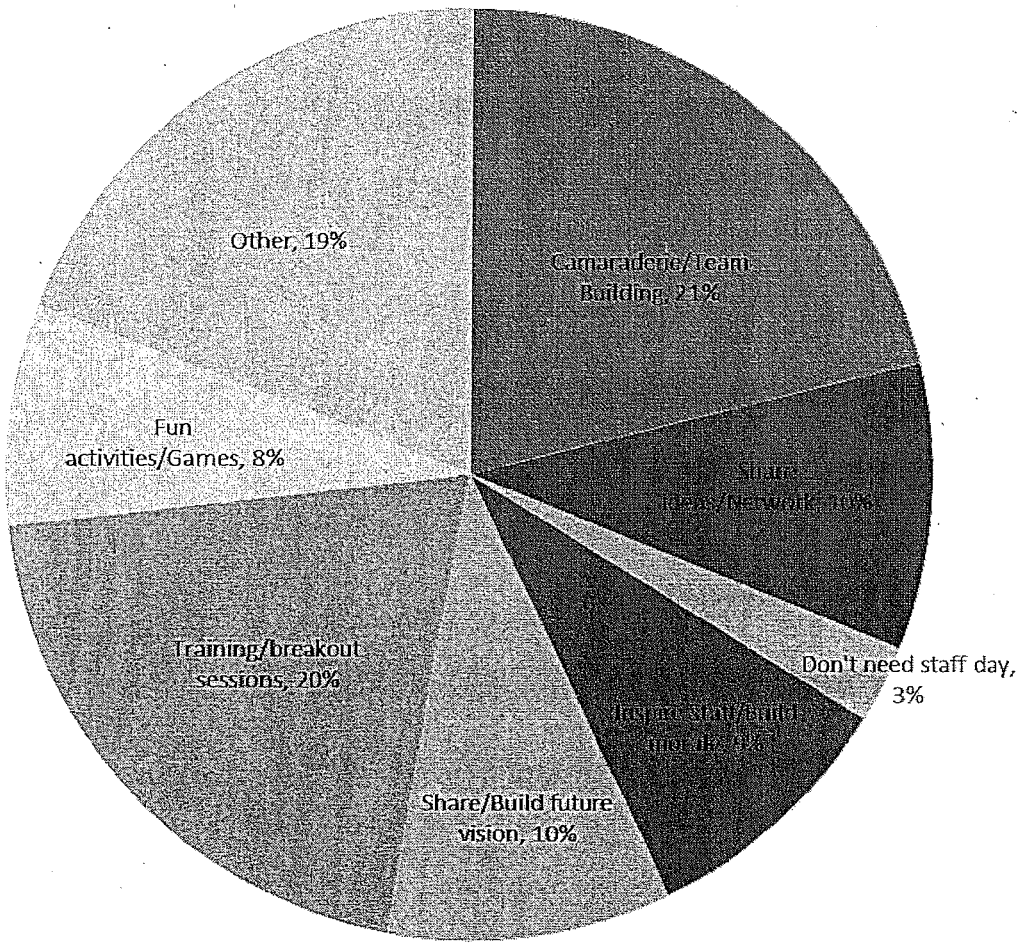
- **Other suggestions:**
  - FCPL bag for participants to hold their conference items and information
  - Keynote address should be motivational (similar to a TedTalk)
  - Theme contest to engage staff (suggested modest prize for the winning theme)
  - Survey to help fine tune workshop and training offerings (professional and personal)
  - Door prize drawings; random prize giveaways

- **Next Meeting – March 18, 9:30-11 a.m.**
  - Discussion Items
    - Committee Meeting time (Weds. mornings? Monday or Tuesday afternoons?) Please think about what time would typically have the least impact on your branch.
    - Staff Day Date – Given that Fall for the Book is scheduled for 9/11-9/18, the only remaining Thursday is September 25 (Rosh Hashanah). If we push to early October, we'd be looking at October 2. Please consider pros and cons for each of these dates. We will decide on preferred date and move forward with a proposal to the Library Board requesting branch closings. The quicker we decide on a date, the quicker we can move forward on venue selection. ADDENDUM: After receiving comments from committee members, it was determined to pursue Thursday, October 2, 2014.
    - Opportunity for Subcommittee Discussions/Brainstorming
    - Please suggest other discussion items via email to Moira. I will add suggestions to agenda for March 18.

Staff Day 2014 Survey Summary

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

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



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

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

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

a. With a Keynote speaker?

Yes
119 (60%)

No
80 (40%)

Total: 199

b. With Workshops/breakout sessions?

Yes
166 (81%)

No
38 (19%)

Total: 204

c. Training sessions?

Yes
140 (70%)

No
61 (30%)

Total: 201

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

Yes
122 (60%)

No
80 (40%)

Total: 202

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

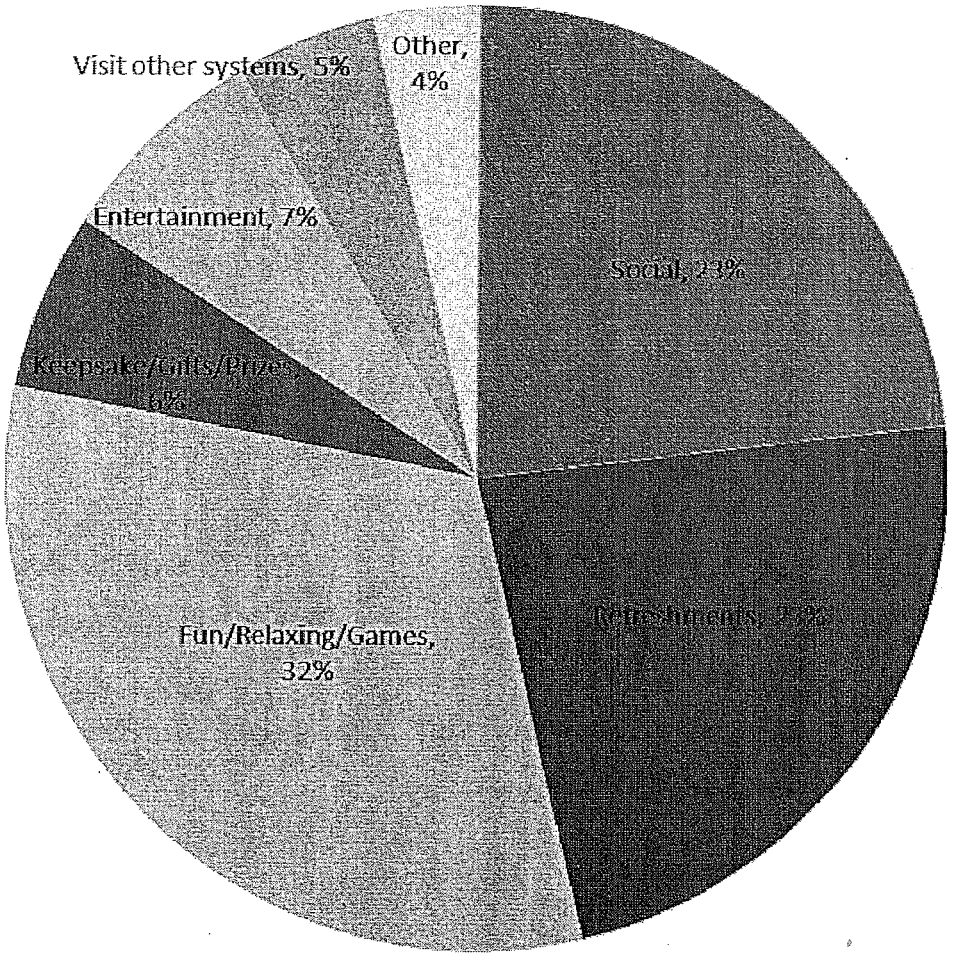
Yes
99 (51%)

No
94 (49%)

Total: 193

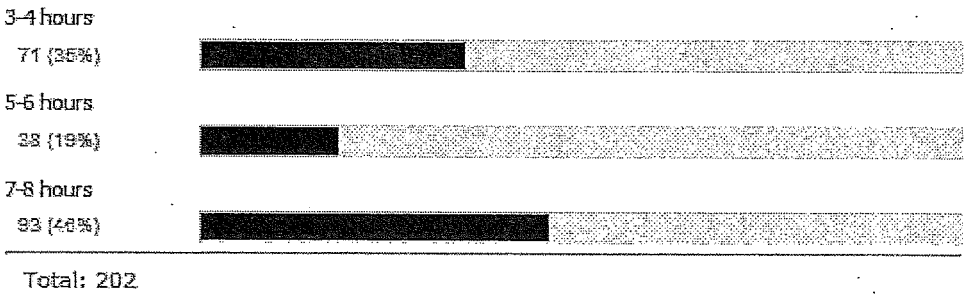
Question: Other (please share other ideas/suggestions that are not represented or captured above.)

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



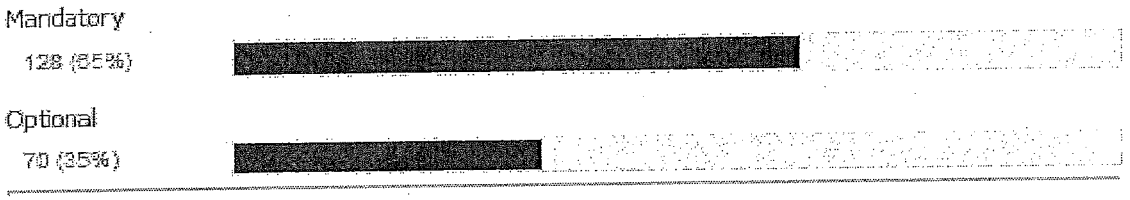
Question: What should be the format for Staff Day?

1. Length:



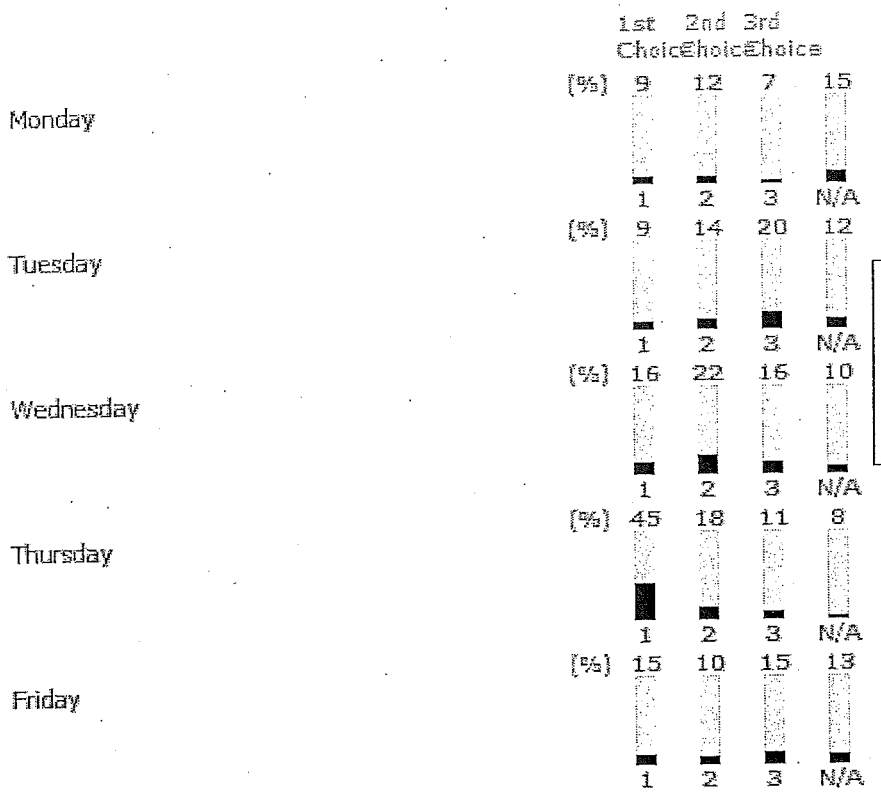
Question: What should be the format for Staff Day? **(continued)**

b. Attendance:



Total: 198

c. Preferred day of the week:



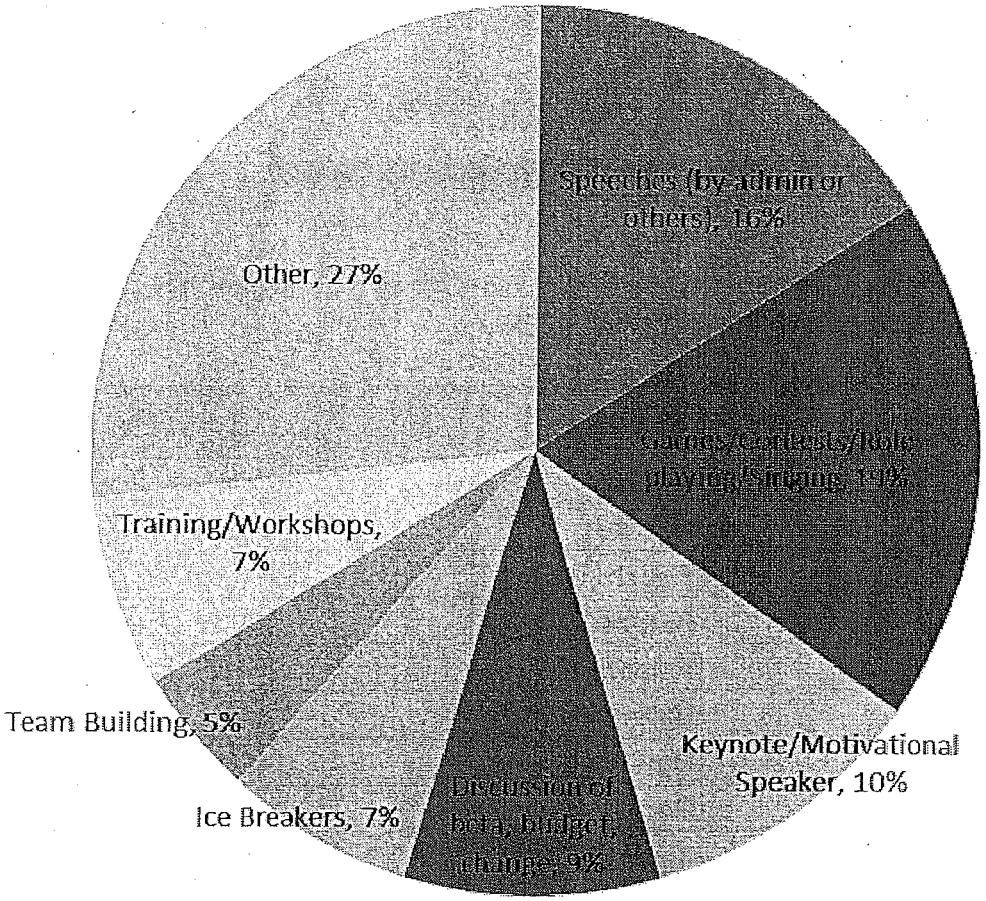
1st overall – Thursday

2nd overall – Wednesday

3rd overall - Tuesday

Total: 198

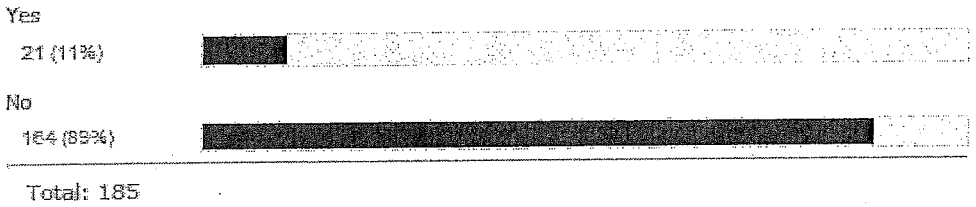
Question: What should NOT be included in Staff Day?



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

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

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



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

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

Attachment 15

Incident Report
April 2014

Branch	Type of Incident	Number of Incidents
FX	Trespassing *	1
RR	Vandalism *	1
	Trespassing *	2
	Camping *	1
	Panhandling	1
	Disruptive Behavior	1
SH	Customer in Distress *	1
	Parking Lot *	1
	Theft of Library Materials	1
	Disruptive Behavior	1
	Building Emergency *	1
TY	Substance Abuse *	1
BC	Disruptive Behavior *	1
HE	Vandalism *	1
KN	Physically Threatening Behavior *	1
MW	Building Emergency	1
OK	Trespassing	1
PH	Disruptive Behavior	1
RB	Police Activity	1
	Suspicious Activity *	3
	Vandalism *	1
TJ	Vandalism	1
WW	Disruptive Behavior *	1
	Total Incidents April 2014	**26**

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