



# County of Fairfax, Virginia

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

**PLACE:** Kings Park Library  
9000 Burke Lake Road  
Burke, VA 22015  
(703) 978-5600

**TIME:** 6:30 P.M.  
**DATE:** October 8, 2014

## AGENDA

**SPECIAL PRESENTATION – Friends’ Choice Awards, 6:30p.m. reception, 7:00 p.m. presentation**

**SPECIAL PRESENTATION - to a very special Friend**

### I. PUBLIC COMMENT

1. Jennifer McCullough, President, Fairfax County Public Library Employees’ Association
2. John Ball

### II. MINUTES – July and September, 2014

### III. CHAIR’S REPORT

- A. Meeting with the Board of Supervisors
- B. Staff Day

### IV. COMMITTEE REPORTS

- A. Library Foundation – Michael Donovan
- B. Budget Committee – Michael Donovan – meeting held September 30, 2014
- C. Ad Hoc Communication and Evaluation Committee – Karrie Delaney (Attachment 1, pg. 1)
- D. FCPL Director Selection Committee – Karrie Delaney – meeting held September 22, 2014

### V. DIRECTOR’S REPORT

- A. Financial Issues
  1. FY2015 Budget Status
  2. FY2016 Budget Discussions
  3. FY2016 Budget Requirements for Fund 30030, Library Construction (Attachment 2, pg. 19)
  4. Revenue Splitting for On-Going Book Sale Proceeds (Attachment 3, pg. 33)
  5. Approved State Aid Budget FY2015 (Attachment 4, pg. 37)
- B. Capital Issues
  1. Woodrow Wilson Library - Update
  2. Reston Regional Library and John Marshall Library - Update
  3. Pohick Regional Library: Temporary Library - Update
  4. Facilities Update – September 6 – 19, 2014 (Attachment 5, pg. 41)

**V. DIRECTOR'S REPORT (cont'd)**

**C. Technology Issues**

1. Comprise Status – October 8, 2014 (Attachment 6, pg. 45)
2. Self Checkout RFP Status – October 8, 2014 (Attachment 7, pg. 47)

D. Exceptions to Competitive Procurement Requirements (Attachment 8, pg. 49)

E. Approved 2015 Holiday Schedule – Fairfax County (Attachment 9, pg. 55)

F. Approved 2015 Holiday Schedule – Library Branches (Attachment 10, pg. 57)

G. Updated and New Start Date for Collection Transfer Procedures (Attachment 11, pg. 59)

H. Agenda for Friends Forum (Attachment 12, pg. 61)

I. Early Literacy Outreach Visits – September 2014 (Attachment 13, pg. 75)

J. Changing Lives Through Literature Recidivism – June 2014 (Attachment 14, pg. 77)

K. Friends Space - Update

L. Monthly Statistical Snapshot (available at meeting)

**VI. CONSIDERATION ITEMS (none)**

**VII. ACTION ITEMS**

1. Approval of FY2016 Budget Submission (Attachment 15, pg. 83)

**VIII. INFORMATION ITEMS**

**IX. ROUNDTABLE**

**Library Board of Trustees  
Evaluation and Communication Committee  
Discussion Summary Sept. 5, 2014**

P1 – Q1 – Vendors

1. Comparable community size
2. Experience w/diverse communities
  - a. Nimble to provide advisory aspects with options
  - b. Dynamic & flexible to provide options
3. Being local is not necessary
4. Library preferred but not a show stopper
5. Skill set important
6. Ability to survey diverse stakeholders – outreach with different tools
7. Outcomes – layout program & reference e.g. also responsibility, availability, plus tangible report - path to outcomes
8. Analysis & recommendations – isolate data to focus on main groups

P2 – Q1

9. Update strategic plan & inventory of services/programs to fund
  - a. Where we are and where we go
10. Snapshot of strengths & data for strategic plan; 2-3 years & position the library for the future
11. Help to plan budgeting for future
12. Library needs to understand community priorities

Q2 -

13. Focus groups
14. Ability to gain appropriate feedback by what works best
15. Results should mirror the demographic makeup of Fairfax County
16. Identify target audiences with assistance of vendor
17. Outreach /program to identify priorities

P3 – Q2

18. Survey and outreach should be multi-model
19. Isolate specific programs library users use
20. Those who use it i.e. what they use & like & future priorities
21. Retention of former users & find out why those who say FCPL is important yet they don't use it themselves

Q3 -

22. Collect usable data for strategic plan for short-term and long-term vision and tie to budget
23. Understand priorities i.e. what is nonnegotiable
24. Articulate validity of results
25. Current services – users vs. nonusers; collection, hours, in-library programs, etc.
26. Demonstrate impact – make “our case” & prove our value, e.g. monetize value
27. Where do we go
28. Capital investment - buildings

P4 -

29. Articulate our values & needs for the future
30. Budget vs. public needs – explore priorities & allocations – what do they want?
31. Ho people use libraries
32. Strategic plan vs. county policies (schools) – instructional policies
33. Capture what they value
34. Nonusers – obstacles vs. unawareness
35. Find out alternative markets
36. Are residents going outside the system to use other library systems (Arlington, Loudoun, PW, Alexandria)
37. What’s in library system?
38. What is valuable and can be expanded?
39. Purpose of library, e.g. community meeting space

## Margaret Kositch

Panel: Don Heinrichs, Priscille Dando, Karrie Delaney

Audience: Dr. Chabot (Fairfax Committee on Aging), Bill Yake (Facilitator), Kathy Kaplan, Will Jasper, Sam Clay, Doug Miller, Mary Vavrina, Katie Strotman, Jennifer McCullough, Karen Gates, Janice Kuch, Mary Mulrenan, Suzanne Levy

What kind of qualifications are we looking for? Well enough defined that we can use these qualifications as part of the process.

Melanie Quinn - Handed out a high level overview of the process: "Overview of the Request for Proposal (RFP) Process". Process will be handled by DPSM

Don Heinrichs: Who should be on the SAC for the RFP?

Karrie Delaney: 8 to 10 people, those with a stake; at what point can we step out if an existing vehicle is in place? Could alter requirements if easy vendor is good enough.

Melanie Quinn: Suggest you have a strong list of requirements going forward--superset of everything you want.

### Public Comments:

Dr. Chabot (incoming chair Fairfax Committee on Aging). Remember to keep senior adults in mind. Look at the fact that each library has its own culture. Perhaps use a pro bono group to assist in gathering this information from seniors. Recommend using a limited number of focus groups to help focus the survey and then move to development of the survey. Different audiences will have different capabilities to respond to surveys. Recommend the use of the Golden Gazette to help get the word out to seniors as well as online.

K. Kaplan, Nnamdi show: MoCo librarian said they do lots of public outreach and surveys. Survey should be as expansive as possible. All age groups including those who use other systems. Multnomah Co. San Diego PL. use teen volunteers to interview other teens.

Mary Vavrina; Seattle PL survey-- she has given copies to all committee members. Need demographic info. there are lots of services that customers don't know about. Target customers who don't use the library. Use ethnic teen volunteers to contact the ethnic communities. Ask those surveyed what kinds of methods of funding they would support.

Karrie Delaney hopes to have a draft scope of work by the end of this meeting. Hopes to provide an online form for getting feedback about the process.

### **Facilitator**

What do you want from the vendor?

What constituencies do you want to reach?

What do you want to accomplish?

#1 - Decision made to go with 3rd party vendor. What do you want them to do? Do you want a vendor to have prior experience with a large library system? To have experience working with a comparable community size as well as experience conducting outreach to a diverse population, including age and ethnicity.

What about languages other than English? So many spoken in the home that this could be a barrier to reaching all the groups we want to reach.

The Board of Trustees wants a high level of engagement with the vendor. The Board would like to be able to provide advice about the process rather than dictate. Want the vendor to be dynamic and flexible, and provide options for doing what we want them to do.

Not necessary that a vendor be local.

Library experience preferred but not a show stopper.

The vendor's skill set is important, they should be the ones to write the survey questions in consultation with a survey team that includes Board members, Admin staff, branch staff, possibly friends members, and citizens.

The vendor needs to show that they have the ability to survey different types of stakeholders.

The vendor needs to be able to analyze the information in order to provide FCPL with some desired outcomes that can then be acted upon.

Karrie Delaney: What should we do with the data? The data should be able to enhance our strategic plan for the library. The data should help make a budgetary case in support of the library. Should assist the library in getting funding to accomplish defined enhancements to services and programming. The analysis should provide recommendations for actions to take that make the library viable and its value known 2-5 years into the future. The data should help with planning and budgeting and should help us understand community priorities.

The vendor needs to be responsible and available.

The Board is not just looking for a paper survey, but rather an outreach effort with a suite of services the vendor can provide to get us the information we are looking for.

Karrie Delaney: Rather than using focus groups to focus the survey, use the survey to focus the focus groups. Focus groups can dig down into the information from the survey. We do not want to make assumptions based on a small cadre of participants. Focus groups should represent our stakeholders and mirror the demographics of the community.

Vendor needs to have the ability to give appropriate feedback on the data.

Vendor should be able to isolate data to focus on main group (was not defined who the main group is).

Need the vendor's help in identifying target audiences.

#2

Survey? Outreach? Focus groups?

Karrie Delaney: Want an outreach effort to collect the priorities of the community

Priscille Dando: Survey should be primary focus.

We don't know what we don't know--maybe the vendor has suggestions about how to reach the community.

Leave methodology up to the vendor. Need multiple methods of gathering info. What about illiterate community members? or ELLs? Karrie Delaney: ELLs a big part of the community.

Isolate different groups to identify how they use and what they want from the library.

Contact current library users to get a certain kind of information--what they use, what they want in the future. The Board knows that users are our core constituents and wants to retain them as well as regain former customers.

Knowing what's non-negotiable with us is important

- collect usable data for strategic plan
- vendor provides info that verifies the validity of their results
- ask users and non-users about current services such as collections, hours and programs
- help us demonstrate our impact, make our case for the value we provide

#3

Capital improvement projects. Are our buildings more or less valuable than our other resources and services? In other words, is there a point at which we might channel funding to other things rather than renovations or buildings?

There are discrepancies between the ways the budget was being streamlined and what the public wants. (Karrie Delaney summary of the past year's events). But what do they want? To manage more things on their own? Single service desk? Librarians everywhere? ebooks vs. print books?

How are we going to spend our money, with limited funds?

Focus on library mission perhaps over as much as a 10yr period if the data we receive can be turned into goals that could be implemented over time to get us where we want to be in 10yrs.

The results of the survey and information we gather from the outreach effort should help us to articulate our values and future needs of the community.

Need to balance budget vs. public needs.

We should learn how people currently use the library.

Priscille Dando: As the current strategic plan says, the library should probably look to better sync its priorities with the curricular priorities of FCPS.

We want to capture what respondents and participants value about the library.

Non-users and users can provide different information

- Non-users: are there obstacles or is it lack of awareness? Maybe their perception is not accurate or maybe they have ideas about things we could do that we don't. Why do non-users go to other jurisdictions? (do non users really go to other jurisdictions?) (identify how many reciprocal users we have) (can we get information about other jurisdictions about how many Fx Co customers they have?)

Questions related to programming about what is valuable and what is a barrier: ex - I go to Barnes and Noble because I don't have to register for their storytimes.

What is valuable and should be expanded?

Can we borrow ideas from other organizations in our market space?

K.Kaplan. Somewhere in the survey--a ranking of priorities by those taking the survey.

Karrie Delaney: This content has to be crafted to fit the RFP template.

## Bill Yake

1. Does the Library Board wish to limit its search for a consultant to companies that have experience working with libraries, or does it wish to open the offer to any company capable of performing the work? What do we want them to do?

- Local or not
- Experience with libraries, if so, does it matter what size?
- Level of expertise and professionalism of staff
- Private sector vs. academic
- References
- Council of American Survey Research Organizations - CASRO American Association for Public Opinion Research
- Computer technology: CATI (Computer Aided Telephone Interviewing) and CAPI (Computer Aided Personal Interviewing) systems
- How much experience?

What do you want them to do?

- Design program
- Develop reliable survey
- Pretest the survey
- Analyze the data
- Report the results
- Provide raw data to FCPL

2. What does the Library Board want the extent of this outreach effort to entail? Is the effort ONLY a survey or should the effort include a series of focus groups to ensure all or most constituent groups and stakeholders have been heard from? Who do we want to reach?

- Current Library Users
- Non-Library Users
- Subgroup #1: those who value libraries but don't use them
- Subgroup #2: those who neither value nor use FCPL

Outreach program

- Online survey (challenges: multiple responses, skewed results i.e., not a random sample)
- Phone survey (challenges vs. cell phones, call waiting, etc.)
- Hard copy
- Focus Groups
- In-Person interviews
- Social media
- Schools, civic associations, HOAs

## Segment Stakeholders

Do you want results to mirror the community in terms of demographics?

- Age (youth, seniors, etc.)
- Race
- Language (aside from English, Spanish and perhaps Korean)
- Gender
- Newcomers to FFX County
- Illiterates
- Immobile
- Disenfranchised
- Low income
- No computer

3. What is the focus of the outreach effort? Is the Library Board interested in gathering usage and satisfaction data, or is the focus on future direction for the library, or is it to be a combination of the two? What are we after?

### Current

- Assess current satisfaction with service
- Assess constituent demand for services
- Evaluate impact of current library services on County residents
- What do they appreciate about FCPL
- What would enhance their experience?
- Other: accessibility, technology
- Are people aware of what libraries offer?

### Future

- More selection
- Better ease of accessibility
- Purpose and mission of libraries
- Technology
- Physical structure
- Digital Revolution
- Staffing models and role of librarians
- Collection library vs. creation library
- Individual vs. community
- Portal vs. Archive
- More apps

**Doug Miller**

Q1 – What are you looking for from a vendor?

- Experience
  - Working with libraries – Preferred requirement
  - Working with a large library system
  - Working with large communities of comparable size
- Capabilities
  - Performing outreach to select populations and diverse communities
  - Can offer different ways to accomplish the goals of the survey/outreach
  - Dynamic, Nimble and Flexible
- Objectives
  - Assess current usage (users)
  - Explore nonuse (why, value personally and/or for the community?)
  - Focus on outcomes so as to provide recommendations

What does the Library Board expect to do with the data?

- Refine and enhance the library's strategic plan
- Determine what services are critical and what the community values; what the library must absolutely provide
- Determine areas of strength in library services and resources as well as areas of need
  - In terms of need, where should we be in 10-15yrs; projections
- Pathway to outcomes
- Itinerary of services to help determine and plan for meeting community priorities

Q2 – The need for the survey/outreach effort to reach diverse groups

- Vendor decision but possibly use:
  - Focus groups both before the survey to sharpen the focus of the questionnaire and after the survey to drill down into the survey results
  - One-on-One Interviews
  - Group Meetings
  - Social Media
  - Other - as suggested by the vendor
- Methods of reaching everyone should be multi-model
- Need to have results that mirror the makeup of the community
- Possibly split the sample between Users and NonUsers? (vendor inquiry)

Focus of the Survey

- Users
  - Future Direction
  - What does the library do right?
  - What are their priorities?

- What about former users who no longer use the library, or no longer use FCPL but use other local library systems; those who do not value the library personally but see value in it for the community?

What do we want the survey/outreach effort to accomplish?

- Collect usable data that can be applied to the strategic plan for both short and long term future planning; allow the Board to prioritize services for budget purposes; know what is essential to the community as well as what is a nice to have and what is not in the library's purview.
- Want the vendor to be able to articulate the validity of the results.
- Assess satisfaction with current services.
- Assess the impact and value of the library and library services (Value Calculator) to assist with budget issues and making our case to decision makers.

Where do we go?

- Prioritization, what is important to our users and to the community?
  - Buildings vs. access, structures vs. services
- Need to articulate our value and needs for the future.
- Need to explore and reconcile the public need for library services and resources with the reality of the budget.
- Prioritize the way our base (our users) use our services.

NonUsers

- Is their nonuse the result of lack of awareness of library services and resources?
- What do they value?
- Are there barriers?

## Jennifer McCullough

1. Public Comments: please limit to general topics, such as programs, hours, collections, etc
  - a. I am Dr. Shaveau, chair Agency on Aging
    - i. Not just needs of older adults, does a good job, but also look @ each library.
    - ii. Each library has its own culture
    - iii. Pro Bono Volunteering: Patty Stevens, involving a pro-bono company to assist you in developing the scope of the work.
    - iv. Methodology: two stage process
      1. Limited number of focus groups to focus the survey
      2. Then move to survey
    - v. Different audiences have different ways to respond:
      1. On-line
      2. Print
      3. Golden Gazette
  - b. Kathy Kaplan Fairfax Federation
    - i. Head of Montgomery County said when they restructured libraries they always had lots of public outreach and surveys.
    - ii. Urge as expansive as possible
      1. All age groups
      2. Those who have given up using Fairfax County
      3. Everything doesn't have to be invented in Fairfax County
        - a. Multnomah county in Oregon
        - b. San Diego central library
        - c. Could look at how they approached their surveys
      4. Kids use volunteer hours to survey kids
  - c. Mary Vavrina – Friends
    - i. Seattle – and I've given you
    - ii. Do you know we have certain programs
    - iii. Demographics
      1. Child, high school, college, resident, non-resident
    - iv. Go out to the people who don't use the library anymore.
    - v. How you do that – yes you can use HS students and other volunteers, especially in the cases of some ethnic groups:
      1. Korean
      2. Chinese
      3. Hispanic
    - vi. Use volunteers/students to get info from their parents, their communities.
    - vii. Funding!
2. Other feedback opportunities

- a. End of this meeting hope a draft scope of work.
  - b. Online form available for community to review and give feed back
  - c. In addition to modes of communication already use.
  - d. Board of Trustees meeting-public comment portion
  - e. And we already receive you emails and letters.
3. Working Session – Facilitator Bill Yake, Performance Measurement Coordinator,
- a. What are you looking for from a vendor
  - b. What stakeholders or constituents do you want to reach
  - c. What do you hope to accomplish
4. Third party vendor: what are looking for in terms of attributes in a company or organization and what do you want them to do? Prior experience with libraries
- a. Shooting for the stars – having large library experience, with as comparable or close to comparable as possible to our district: what may work in one area get complicated when you deal with
  - b. Comparable community size—experience with outreach to diverse population, ethnicity and age, other factors. Those who are difficult to reach.
    - i. Roughly 30% speak another language than English at home.
  - c. Nimble in their ability to provide advise
  - d. Many aspects, with options
    - i. Not: here is the best way to do it, but with options.
  - e. Local? No – need other perspectives than that which we are familiar with
  - f. Non-users: variety; organized telephone calls.
    - i. How do you address a qualifying vendor?
  - g. So you have two discrete audiences you might want to reach.
5. The Data
- a. Use it to further refine and enhance—whatever we collect in the process is going to help us enhance the strategic plan for the library, knowing that it will come with certain objectives and measurable.
  - b. Diverse venues
    - i. Two schools of thought with focus groups: on the front end is important to help focus in on the areas to be targeted, but also a lot of value once have the raw data of the survey, have focus groups to dig to the next level down. You can make assumptions based on a small number of people. If we are going to be dedicated
    - ii. Multi-stream approach
      - 1. Social media
      - 2. On-line forms
      - 3. In person interviewing
    - iii. A very experienced vendor may say, if you do too many – as long as what they tell us is evidenced based. I can say let's use, and list every outreach

under the sun, and they might say that is not effective because.... So ability to give a very thorough method using as many modes available/possible.

- iv. Do you want to mirror demographics of the community or just 1,000 statistically valid responses?
  - 1. That mirror the county
- v. Categories
  - 1. Current library users
  - 2. Non library users
  - 3. Non users but find it as an important part of community.
- vi. Who are base is – might have a great percentage of people who may not use the library.
  - 1. May use that for how to increase constituents
- vii. But library users
  - 1. Are there responders who are more valuable to our decisions?
- viii. So a vendor who would allow us to isolate our data in ways to answer those questions.

c. User groups

- i. Age, race, gender, mobility, no computer,
- ii. Pre-school
- iii. High School seems to be tough one to reach
- iv. Other age groups
  - 1. County is worried about the over 55 group
  - 2. Mobility issues
- v. Ethnicity and economic standards.
  - 1. As I understand presentations over the last couple of years, different economic and ethnic groups that operate differently in the different libraries.
  - 2. How you get at those questions
- vi. When we have a vendor in place will need to identify which target audiences are most important to use.
  - 1. Only so many questions can ask.
  - 2. Vendor might advise only asking four demographic questions, because get tired of it.
- vii. We have this group: how can we address it with our current resources?
- viii. Methodology
  - 1. Leave it up to them, but multi-modal
  - 2. They would need to be the ones to make a recommendation and why recommend it.
- ix. Constituency that is illiterate or ESL

1. I know ESL patrons are very, use the system a lot.
  2. Some overlap with ethnic communities.
  3. So some are library users and some are not
  4. We are not getting into the deep questions, but when we ask the question what is the greatest value of the library what do use in the library: in this sub-set this is the most important. In a sub-set group may be books/internet/etc. are we able to isolate the different groups so we can say with certainty, so groups not literate in any language, but service we provide that is critical to them. There are a million to each individual.
- x. Two major groups:
1. Library users – our opportunity to know what we are doing right and assess current users what direction they want us to go in the future. Assessing their priorities and what is most important t them now.
  2. Retention: have been users, but no longer users of FCPL
  3. Second group: non-FCPL users
    - a. Yes libraries are important but not there
    - b. No not important
6. What are you after? What do you want to accomplish?
- a. Collect usable data that we could use to apply to our strategic plan in such a way would give us a short and long-term vision to our future that we could tie to our budgetary needs.
  - b. Knowing what is non-negotiable [budget process]
  - c. Being able to articulate validity of results
  - d. Q: do you envisage vendor drafting and you sell it to community?
  - e. A: I hope it would be transparent: they provide documentation that verifies validity of the results.
  - f. Impact on current services [users and non-users]
    - i. Collection development
      1. Content and replacements
    - ii. Hours
    - iii. In-library programs
  - g. IMPACT – value to the community, the impact we currently have, and important to provide evidence of that when we get to the budget process
  - h. We want this information that we can package in such a way that it makes our case: able to prove our value. Either maintain this funding and not be cut further, and be able to show that in a monetary sense as well.
  - i. I've seen comparisons out there where you are able to monetize value of things that are not usually monetized. So to make a case when it comes to budget and

budget requests when it comes to show not so ambiguous we are helping the community in these ways, the softer ways of we are helping children, families, etc. so monetize it, a “return on your investment” so being able to have something firm and concrete will be helpful.

- j. Where should we go?
- k. What are looking for in terms of feedback?
  - i. Wide range: facility and structure
  - ii. Some sense of public comments scattershot—will be but at some point the strategic plan issue. Look at the meat of it.
  - iii. Not the question of what does the facility look like, but look at if we want to strengthen this, what might we change in our library to serve that? So not just today but the future
  - iv. Getting usable information to design the system.
  - v. How we got in this situation is there is some discrepancy arose in what the budget called for and what the public wants. Ways to streamline that process. Being able to explore, not just we want storytime for our children, but what do they want, how do they want to check out books? Is a single service desk? Want more self-service or want librarians available in the branch, which is more costly. We need it to be very usable in that sense, not just priorities in a very general sense but how people use that library and what matters to them:
    - 1. Staffing
    - 2. Facilities
    - 3. Programming
    - 4. Ebooks
    - 5. Print matter
  - vi. Last strategic plan, next strategic plan: overarching vision. One of the themes of the last strategic plan was schools. So overall county-wide visions and where libraries fit in.
    - 1. School Board developing their strategic plan, sep 18<sup>th</sup>, refocussing on instructional priorities.
  - vii. Strategic plan, a lot of nice things in it.
  - viii. It is evolving issue right now, it is hard to be reasonable to go too far into the future. Ten years comes to my mind: it is manageable. We could easily get five years down the road, and see look where we thought we were?
  - ix. What is valued now—resources may change, but what is most valued likely has a slower change.
  - x. We need at least a five year vision.
  - xi. What we want to capture from people what they value [repeating what you said to make sense of it and sink into my own mind here] the modes of

these things and what they look like will change, but knowing what is important to the community and what the value as the purpose of the library.

- xii. Non-users: it is the same, what do they value? When you are looking at, asking questions, the important thing to know is:
  - 1. Is it obstacles or is it values?
  - 2. Identify the non-users and show is easy to use the library, data point can leverage in.
  - 3. Resources: don't have the resource to get to the library, don't know that don't have to.
  - 4. Non-users may have in their mind inaccurate perception of what library offers.
  - 5. Knowing what people value outside of the library: buying a book on amazon and get it delivered to the door.
    - a. Quickness, efficiency, don't have to wait
    - b. Maybe could create innovation that serves that. What makes people use something other than the library, and is there a market there for us?
  - 6. Non FCPL users who go to other counties:  
Loudoun/Arlington/Falls Church
    - a. What are other systems offering that are appealing to Fairfax county residents?
  - 7. Other issues, e.g. noisy
    - a. Lack of awareness of programming available, as a learning place for a lot of things.
      - i. Is it because I can't get in—have to reserve a spot @ library.
    - b. We are trying to meet the needs of all citizens: just because it isn't "sold-out" doesn't mean it isn't an incredibly valuable service.
    - c. Meeting space
    - d. Knowing something is full, shows is meeting a population's needs, but also not being met.
      - i. Full or sold out is not necessarily is a measure of success.

## I. SUMMARY

- 1. Focus groups
- 2. Get feedback
- 3. Id current users
- 4. Outreach program however we define it

5. Multi-modal
6. Isolate groups
7. Id who uses the system, what they use and like
8. Retention of former users
9. Why see library as important but don't use it
10. Tie into strategic plan
11. Demonstrate validity
12. Identify card users and what users
13. What like and don't like about collection
14. Have impact, use it as a tool to prove value
15. Monetize value
16. Where we want to go over period of time
17. Use as a tool and driver for capital investment
18. Articulate values and needs for the future
19. Identify budget and current and future needs for funding
20. What do want
21. Strategic plan and work with schools
22. Library system
23. What are obstacles, what are they unaware of
24. What are the alternative markets competing against
  - a. How copy best models and practices
25. What is in the library and what should be expanded upon
26. Multi-faceted.
- ii. What else want the data for?
  1. Comment: ranking of priorities for budgeting
  2. Would like to create our dream budget, go to the board of supervisors, and know how to make decisions.

## 7. WHAT HAPPENS NEXT?

- a. So this needs to be crafted to fit this document. And the proper language, as the sample in the email, which we can make public also.
- b. We will need help from the county to do that.
- c. Doug: we can take the notes we have and fit it into the sample of the RFP for a scope and submit it back to you.
- d. Doug, is there anything you feel like we are missing?
  - i. A lot will be dealt with in the discussions with the vendor rather than in the scope.
  - ii. As long as we spell out that we want this from you, and want to reach these people, not just provide but validate data. Then talk with them how they will provide it.

- iii. Yes, we have enough information for that draft. Send it to the committee and then put it out to the public. Present to library board as well. Fill out on-line form. After we take all that feed back into account, can go forward and draft a final draft to go out to the vendors.
- iv. TIMELINE: it is going to make a big difference in the time frame whether we need to go through the RFP process. Six months is a long time, but we will need to make that decision when it comes back: what are we non-negotiable on. How important is it to have it sooner or later, or more important for a vendor who meets all of our criteria. Maybe the perfect vendor is sitting right there. It is a lengthy process. How important is that we expedite this and get the information quickly or get the process done 100% as we want it.



## County of Fairfax, Virginia

## MEMORANDUM

**DATE:** September 12, 2014

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

**FROM:** Ronald N. Kirkpatrick, Deputy Director *RNK*  
Department of Public Works and Environmental Services  
Capital Facilities

**SUBJECT:** FY 2016 Budget Requirements for Fund 30030, Library Construction

Attached are the FY 2016 Budget Requirements for Fund 30030, Library Construction, including project narratives. All projects included in this request are included in the Adopted Capital Improvement Program for Fiscal Years FY 2015 - FY 2019, unless otherwise noted.

Additionally, as noted in the February 2014 recommendations of the Joint Infrastructure Financing Committee, it is important for the County to appropriately fund the operations and maintenance budgets associated with infrastructure assets; and it is important to identify a funding mechanism for capital infrastructure replacement and upgrade requirements. This important funding consideration is needed to address significant issues that include maintenance of innovative building and site elements related to sustainable development; preventive maintenance for structured parking and other transportation facilities; and maintenance of landscaping at County facilities.

## SUMMARY OF REQUEST

Project Number	Project Name	Priority	Amount
LB-000007	Woodrow Wilson Library	1 In Progress	\$ 0
LB-000009	Pohick Regional Library	2 In Progress	\$ 0
LB-000011	Tysons-Pimmit Regional Library	3 In Progress	\$ 0
LB-000008	John Marshall Community Library	4 In Progress	\$ 0
LB-000010	Reston Regional Library	5	\$ 0

Department of Public Works and Environmental Services  
Capital Facilities

12000 Government Center Parkway, Suite 449  
Fairfax, VA 22035-0052

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

www.fairfaxcounty.gov/dpwes



20

Blank Page

Susan Datta

FY 2016 Capital Projects Requirements for Fund 300-C30030 Library Construction

Page 2 of 5

5G25-011-000	Library Feasibility Studies (Kingstowne Regional Library, Center for Active Adults and Lee District Supervisor's Office)	6	\$ 0
XXXX	Tysons Library (Redevelopment Proffer)	7	\$ 0
XXXX	Mosaic District Library	8	\$ 0
TOTAL			\$ 0

\* The priority level for these projects has been determined by the Library Administration.

Attachment: As Stated

cc: Robert A. Stalzer, Deputy County Executive

✓ Edwin S. Clay, Library Director, Fairfax County Library Administration

James W. Patteson, Director, Department of Public Works and Environmental Services

Martha Reed, Budget Manager, Department of Management and Budget

Brad Melton, Director, Utilities Design and Construction Division, Capital Facilities

Robin Patton, Director, Land Acquisition Division, Capital Facilities

Carey F. Needham, Director, Building Design and Construction Division, Capital Facilities

Seema Ajrawat, Chief, Administrative Services Branch, Capital Facilities

RNK/cf/G: \PDD\BUDGET\Annual Submissions\FY 2016 Annual Submission\Capital\Narratives\Working Versions\FY 2016 Fund 30030(302).doc

21





24

Blank Page

LB-000008          John Marshall Community Library (Priority #4)          \$0

Funding in the amount of \$5,000,000 was approved in the Fall 2012 Library Bond Referendum for the John Marshall Library and allocated to the project at FY 2013 Third Quarter. Based on the completed feasibility study, the Total Project Estimate (TPE) is \$6,300,000. An increase of \$1,300,000 was approved at FY 2014 Third Quarter from the funding balance in the completed Dolley Madison Library project to increase the TPE from \$5,000,000 to \$6,300,000.

LB-000010          Reston Regional Library (Priority #5)          \$0

No appropriation of funds is requested. Funding in the amount of \$10,000,000 was approved in the Fall 2012 Library Bond Referendum for the design and construction of the Reston Library. This library is included in the current Reston Town Center North Master Plan study, which is evaluating the various County and Inova properties in the Reston Town Center North (North County Study) block that includes the Library block. This study is expected to lead a phased redevelopment of BOS properties to maximize the development potential and also meets the needs of the community. Replacement of the existing Reston Regional Library is one of the County facilities being considered in the study as a priority. Additional funding may be required for the project dependent on the final master plan, and ensuing development agreements.

5G25-011-000      Library Feasibility Studies (Kingstowne Regional Library)  
(Priority #6)          \$0

No appropriation of funds is requested. The original Library Feasibility Studies project included four library studies: Tysons Pimmit, Pohick, John Marshall, and Reston Libraries. Tysons Pimmit, Pohick, and John Marshall are completed. The Reston Library is on hold since it is dependent on the results of the Reston North Town Center study, which is working towards a redevelopment plan for the area including the Reston Regional Library. The funding for the design and construction of the four libraries was approved in the 2012 Library Bond Referendum. Funding in the amount of \$100,000 has been identified from the current \$148,523 balance in the Library Feasibility Studies for a feasibility study to define the scope and cost for a new combined Kingstowne Regional Library, Center for Active Adults and Lee District Supervisor's Office on the Board of Supervisors owned property. This project is included in the long-term section of the CIP, and is currently considered by Library Administration as a near term project. An unsolicited PPEA was previously proposed by a developer, but a final agreement could not be reached; therefore a new library is needed to provide library services for the rapid population growth in the Kingstowne area. Full funding for design and construction should be considered for the future Library Bond Referendum.

26

Blank Page !

XXXX Tysons Library (Priority #7) \$0

No appropriation of funds is requested. As part of the Tysons redevelopment, the County is engaged in proffer negotiations with a developer for a new 19,000 SF Tysons Library within a multi-use commercial retail/office building to address library service needs for the rapid growth projected for the Tysons area. A funding request in a future budget cycle is anticipated to address any project funding gap. The amount will be dependent upon the final proffers and development agreement.

XXXX Mosaic District Library (Priority #8) \$0

No appropriation of funds is requested. The Mosaic District Library is not currently included in the CIP. Library Administration has identified the Mosaic District Library as a long term CIP priority and should be incorporated into the FY 2015 CIP. As part of the ongoing redevelopment at Merrifield a new library is needed to address the library services in the rapid growth projected for this new urban area. A funding request in a future budget cycle is anticipated to fund the design and construction of this project.

**Total FY 2016 Funding Requirements .....** \$0

28

Blank Page

# FUND STATEMENT

## Fund 30030, Library Construction

	FY 2014 Actual	FY 2015 Adopted Budget Plan	FY 2015 Revised Budget Plan	FY 2016 Advertised Budget Plan
<b>Beginning Balance</b>	\$7,975,840	\$0	\$12,737,139	\$0
Revenue:				
Sale of Bonds <sup>1</sup>	\$6,135,000	\$0	\$25,000,000	\$0
Bond Premium	0	0	0	0
<b>Total Revenue</b>	\$6,135,000	\$0	\$25,000,000	\$0
<b>Total Available</b>	\$14,110,840	\$0	\$37,737,139	\$0
Total Expenditures	\$1,373,701	\$0	\$37,737,139	
<b>Total Disbursements</b>	\$1,373,701	\$0	\$37,737,139	\$0
<b>Ending Balance<sup>2</sup></b>	\$12,737,139	\$0	\$0	\$0

<sup>1</sup> The sale of bonds is presented here for planning purposes only. Actual bond sales are based on cash needs in accordance with Board policy. The fall 2004 Public Library Facilities bond referendum was \$52.5 million. An amount of \$6.135 million was sold as part of the January 2014 bond sale, and all bonds associated with this referendum have now been sold. On November 6, 2012, the voters approved a bond referendum in the amount of \$25 million to renovate the next four priority library facilities that include Pohick, Tysons Pimmit, Reston and John Marshall libraries.

<sup>2</sup> Capital projects are budgeted based on total project costs. Most projects span multiple years, from design to construction completion. Therefore, funding for capital projects is carried forward each fiscal year, and ending balances fluctuate, reflecting the carryover of these funds.

30

Blank Page

Project	Project Name	Total Project Estimate	Prior Year Actual Expenditures	Current Year Adopted Budget	Adopted + Carryover + Out of Cycle	Adjustments to Carryover	Carryover Revised Budget	FY2016 Advertised Submission
5G25-009-000	General Fund Contingency		-	-	940,704.87	-	940,704.87	-
5G25-010-000	Oakton Community Library-FCPL	10,000.00	-	-	601.76	-	601.76	-
5G25-011-000	Library Feasibility Studies	399,925.00	7,197.24	-	148,522.93	-	148,522.93	-
5G25-057-000	Bond Contingency		-	-	1,795,690.02	-	1,795,690.02	-
LB-000002	Oakton Community Library-OCF	6,465,000.00	(94,807.59)	-	354,063.92	-	354,063.92	-
LB-000007	Woodrow Wilson Community Library	7,470,317.00	1,325,291.99	-	5,623,574.90	\$0.00 \$0.00	5,623,574.90	-
LB-000008	John Marshall Library-2012	6,300,000.00	194.44	-	6,299,805.56	-	-	-
LB-000009	Pohick Regional Library-2012	7,100,000.00	130,358.23	-	6,969,641.77	-	6,969,641.77	-
LB-000010	Reston Regional Library-2012	10,000,000.00	-	-	10,000,000.00	-	10,000,000.00	-
LB-000011	Tysons Pimmit Library-2012	5,610,000.00	5,467.08	-	5,604,532.92	-	5,604,532.92	-
	<b>Total:</b>	<b>43,355,242.00</b>	<b>1,373,701.39</b>	<b>-</b>	<b>37,737,138.65</b>	<b>-</b>	<b>31,437,333.09</b>	<b>-</b>

32

Blank Page

Gates, Karen

---

**Subject:** FW: Revenue Splitting for On-Going Book Sale Proceeds  
**Attachments:** Friends Book Sale Support Cost Analysis - Draft.xlsx

**From:** Quinn, Melanie E.  
**Sent:** Friday, September 12, 2014 9:52 AM  
**To:** 'pariendinger@cox.net'; 'jcbruetal5@aol.com'; 'jmfinneman@peoplepc.com'; 'ordernjmf@aol.com'; 'friendsoffairfaxcitylibrary@gmail.com'; 'JFR1945@gmail.com'; 'georgemasonfriends@gmail.com'; 'gstweety@covad.net'; 'chorsedad@aol.com'; 'Kingstowne Friends (friends@kingstownelibraryfriends.org)'; 'janitsche@verizon.net'; 'Jud Sage'; 'steven.allenmay@gmail.com'; 'corinnemsavage@gmail.com'; 'FPHL101@gmail.com'; 'yatkins@verizon.net'; 'Christine Peterson'; 'bjacoby@gmail.com'; 'ngyuk@cox.net'; 'tjfriendspres26@gmail.com'; 'psalak@verizon.net'; 'prjack@gmail.com'  
**Cc:** Clay III, Edwin S.; Strotman, Katie; White-Williams, Patricia; Kositch, Margaret R; LIB-BRANCH MANAGERS; LIB-Comprise; Molchany, Dave; Ashby, Alyssa; Dhakal, Rabindra K; Feeley, Beth; Jafari, Sholeh; Mattair, Laura; Pierpoint, Lucia; Scott, Sandra; Woolfrey, Margaret  
**Subject:** Revenue Splitting for On-Going Book Sale Proceeds

Good morning.

FCPL is on the cusp of a full implementation of the Comprise kiosk payment system. We will begin later this month or early October provided the financial integration with the County's system is completed on schedule. For the last two months we have been testing integration and implementation assumptions at both Herndon and Reston and have learned a great deal and are excited to move forward.

As you are already aware, Peter Bastone, President of the Kingstowne Friends, has negotiated a change in the split of proceeds resulting from on-going book sales due to a diminished role of branch staff in the process. This negotiation has resulted in a reduction of the portion FCPL will retain from 50 to 35%. We will migrate toward the change as branches are implemented going forward. Reimbursement checks and merchandise reports depicting sales activity will continue to be issued on the current time-frame. In communications with Mr. Bastone back in May, he indicated that Friends are interested in seeing the methodology used to calculate FCPL's costs. To that end, I have attached a spreadsheet that outlines our costs both actual expenditures and intangibles. Near the anniversary of the implementation, FCPL will review it's actual costs and provide an updated analysis. If the expenses to support the kiosk are above the estimate, we will revisit the issue to ascertain our continued ability to support the program.

Please let me know if there are any questions.

Melanie E. Quinn, Deputy Director  
Fairfax County Public Library  
12000 Government Center Parkway, St. 324  
Fairfax, Virginia 22035  
703-324-8328



**FCPL Costs to Support On-Going Book Sale Program**  
**Estimated 14-September 8**

**CURRENT**

Book Sale Revenue Total (approximate)	\$200,000.00
FCPL Portion 50/50 Split	\$100,000.00
% of the total FCPL Revenue Stream	13%

**REVISED 2014**

FCPL Portion 65/35 Split (based on current revenue collection)	<b>\$70,000.00</b>
--	--------------------

**Operating Costs**

	<b>TOTAL - FY 2014</b>	<b>13%</b>
Dunbar Armored Car Service	\$ 71,948.26	\$9,353.27
Merchant Account Fees	\$ 23,074.23	\$2,999.65
Annual Maintenance on Kiosks	\$ 102,607.00	\$13,338.91

**Staff Costs**

**LIT Staff**

IT Tech x 2	\$ 7,657.62	\$15,315.25
Business Analyst II	\$ 10,155.89	\$10,155.89
Business Analyst III	\$ 11,694.36	\$11,694.36

**FSD Staff Time**

Admin Assistant 3 (2)		
Financial Specialist II	\$ 7,843.29	\$15,686.58
	\$ 9,928.46	<u>\$9,928.46</u>

**\$88,472.38**

**Unquantified Costs**

Advertising in "Free Events" publication  
 Staff time to enter book sales in eVanced

**35**

36

Initial Kiosk Programming Costs

Initial Kiosk Purchase

Merchandise Reports Programming

Cost to issue checks or process ACH Deposits by Department of Finance Staff

Costs incurred by the Department of Finance (DOF)/software support group for programming SAP

Vehicle Mileage and Maintenance Payment

**Cost to FCPL**

(\$18,472.38)

## Attachment 4



## LIBRARY OF VIRGINIA

Sandra Gioia Treadway  
Librarian of Virginia

August 27, 2014

To: Public Library Directors  
From: Carol Adams, Assistant Director  
Library Development and Networking Division  
Subj: Approved State Aid Budget FY2015

Thank you for responding on time with your proposed state aid budgets for FY2015. Enclosed is your approved state aid budget. If you have any questions about the *Instructions for the Expenditure of State Aid Grants*, which you received earlier, please feel free to contact me at (804) 692-3774 or via e-mail at [carol.adams@lva.virginia.gov](mailto:carol.adams@lva.virginia.gov). We strongly recommend that your quarterly state aid allocations be documented upon arrival via EDI or check and that state aid be spent first to avoid any losses at the end of the fiscal year or penalties for the next year.

Please remember that we require a copy of your library audit (or CAFR) for fiscal year ending June 30, 2014) as soon as it is ready, but no later than May 1, 2015.

Audits are included in the "Requirements Which Must Be Met In Order To Receive Grants-In-Aid." Your state aid payment(s) will be held until your audit has been received. The audit should be sent to **ATTN: Paranita Carpenter, Library Development and Networking Division, The Library of Virginia, 800 East Broad Street, Richmond, VA 23219-8000**. If your audit is available in electronic format, you may send a link to the web page or e-mail the document to [paranita.carpenter@lva.virginia.gov](mailto:paranita.carpenter@lva.virginia.gov).

Budget revisions for FY2015 will not be accepted after June 30, 2015. You are limited to three (3) revisions. Revisions may be submitted via e-mail to Paranita Carpenter or by fax at (804) 692-3771.

800 East Broad Street  
Richmond, Virginia 23219

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

804.692.3500 phone  
804.692.3976 v/tty

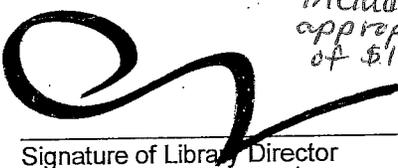
37

BUDGET FOR THE EXPENDITURE OF STATE AID FY2014-2015

Library: Fairfax County Public Library

	REQUESTED BUDGET	REVISED BUDGET (Limit three (3) per fiscal year, if necessary)		
Books and Materials	\$500,819.00	_____	_____	_____
Salaries (1)	_____	_____	_____	_____
Internet Access (2)	_____	_____	_____	_____
Equipment (3)	_____	_____	_____	_____
Furniture	_____	_____	_____	_____
Supplies (4)	_____	_____	_____	_____
Other (5)	_____	_____	_____	_____
Contractual Services (6)	_____	_____	_____	_____
Fellowship (7) Attach Application Forms	_____	_____	_____	_____
<b>TOTALS</b>	\$500,819.00*	_____	_____	_____

*Includes population appropriation amount of \$190,070. OK PSC 8/15/14*

  
 Signature of Library Director \_\_\_\_\_  
 Date 7/25/14

*Coral C. Adams*  
 Budget Approved, Library Development \_\_\_\_\_  
 Date 8/18/14

**NOTE: This section is to be used for any revisions made after your initial approved state aid budget has been returned to you. Please refrain from submitting more than 3 budget revisions if possible during the current fiscal year.**

Revised Budget Initials of Library Director: \_\_\_\_\_  
 Initial/Date      Initial/Date      Initial/Date

Revision Approved, Library Development Director: \_\_\_\_\_  
 Initial/Date      Initial/Date      Initial/Date

**38** To avoid delays in receiving state aid funds, two (2) copies of this form with original signatures must be received by the Library of Virginia **no later than August 1, 2014**. Return forms to ATTN: Paranita Carpenter, The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-8000. Please complete the next page containing supplementary information.

1. List name, certificate number, and amount of state aid to be used for each certified librarian. Remember that up to 25% of the state aid grant may be used for salaries and benefits. DO NOT round dollars upward if you are using the entire 25%.
  
2. Include all computer hardware, software, and telecommunications fees used to provide Internet access for library patrons.
  
3. List new equipment having a useful life of more than one year and an acquisition cost of \$5000 or more per unit.
  
4. Refer to *Instructions for Expenditure of State Aid Grants* for definition of allowable supplies.
  
5. List other planned uses of state aid which do not fall under the categories above. The Division will review the items for compliance. Funds may be used for staff development/continuing education fees for professional staff.
  
6. List all maintenance contracts for equipment by vendor name and amount.
  
7. List name and amount of state aid to be used for each fellowship.

40

Blank Page

## Attachment 5

Facilities Update: September 6 – 19, 2014

BC

- The bee infestation reported on 9/5 at the drive-up window was eradicated.

JM

- FMD work order requests have been submitted as a result of a recent Fire Marshall inspection for the installation of an Exit light at the staff entrance and of a sign labeled "Fire Alarm & Control Room" on the door where the fire protection equipment is located.

OK

- The parking lot stormwater management project will be completed the week of 9/22. All that remains to be done is tree planting and removal of the construction fence.

RR

- The bee infestation reported in the YS office on 9/6 was treated. Staff report a few bees are still seen in the room if the lights are left on. If this situation persists they will submit a request for another treatment.

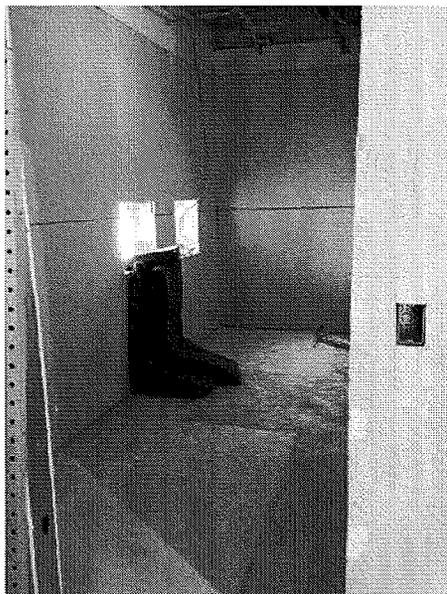
WW

- The renovated branch is taking shape. Dominion turned on the permanent power to the building. The HVAC system is up and running. The majority of the drywall is up. The roof is completed. Windows are being installed. Priming paint is being applied. Ceramic tile is being installed in the restrooms. The exterior concrete work is completed. The footprints of the public service desks have been drawn on the concrete floor. The public service desks are being fabricated. See pictures below.

View of the lobby and into the branch from the main entrance



View into the book drop room



View into the conference room



44

Blank Page

There are currently two pilot sites for the Comprise project. The Herndon Fortnightly branch has been live since June 11, 2014, and the Reston Regional branch has been live since July 29, 2014.

While some issues have arisen, they have been addressed by a team of library branch staff and library administration staff. Many customers use the system without assistance, and staff interest is high.

Staff at Herndon and Reston conducted Comprise training for staff from other branches between August 26 and September 17.

Barring unforeseen developments, rollout to the rest of the branches begins after Columbus Day, October 13, 2014.

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

46

Blank Page

The Library's contract for the self-checkout software will expire on October 30, 2014. A short-term contract extension with the current vendor is being negotiated.

The Library issued a request for proposal for all interested vendors that closed on May 8, 2014. The following actions have been completed to date:

- A Selection Advisory Committee has been formed with representatives from FCPL and the Department of Information Technology;
- Proposals have been reviewed and evaluated by the committee;
- Demonstration of vendor products is complete;
- Contract negotiations have begun;
- A recommendation of award will be submitted in early October.

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

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

48

Blank Page

Fairfax County, Virginia PROCEDURAL MEMORANDUM NO. 12-19	
To: Department Heads	Date: 8/19/2014
Initiated by: Department of Purchasing and Supply Management	Approved by County Executive <i>Edward L. Lytle</i>
Subject: Exceptions to Competitive Procurement Requirements	

**PURPOSE**

To establish a policy exempting certain goods and services from competition for purposes of administrative efficiency.

**POLICY**

The Department of Purchasing and Supply Management has determined that competition normally is either not practicable or available for purchases of the goods or services listed below. Therefore, when a department's estimated cost of goods or services is valued to be \$100,000 or less for the entire duration of the requirement, purchases may be made upon receipt of a minimum of one written quotation.

**AUTHORITY**

"A public body may establish purchase procedures, if adopted in writing, not requiring sealed bids or competitive negotiation for single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$100,000; however, such small purchase procedures shall provide for competition wherever practicable." Code of Virginia §2.2-4303.4G.

**REFERENCE**

Department of Finance Accounting Technical Bulletin titled Non-PO Payments, ATB 600300

**EXCEPTION LIST**

1. **Accreditation and Testing:** Accreditation fees and academic testing services.
2. **Art and Antiques:** Original works of art; and original, or authentic antique period art frames (does not include newly created replacement or reproduction frames). Period antiques used to furnish historic facilities.
3. **Athletic Fees:** Fees associated with participation in athletic tournaments and events including registration and game guarantees for all athletic events.
4. **Athletic Officials/Referee:** Umpires, referees, and other sports officials to officiate competitive athletic and sporting events sponsored by Fairfax County Government or Fairfax County Public Schools. The services include observing the play, detecting infractions of rules, and imposing penalties established by the rules and regulations of the various sports. Compensation may be processed as a non-PO payment according to Department of Finance policies.
5. **Books, Printed Materials, Reprints and Subscriptions:** Books, printed materials, reprints, and subscriptions (i.e., print or electronic), pre-recorded audio and video material (in any media), when only available from the publisher/producer. Justification must be prepared to document verification of exclusivity.

Procedural Memorandum No. 12-19  
Exceptions to Competitive Procurement Requirements

6. **Conference Facilities:** Conference facilities (to include conference support and related lodging and meals) only when the use of a specific facility is directed by an outside donor, sponsor, or organization.
7. **Consulting:** Academic/research consulting services. This exemption is limited to services provided by an academician employed by a public or private institution of higher education or a subject matter expert employed by a research institute.
8. **Copyright/Royalty Fees:** Purchase of the exclusive legal right to reproduce, publish, sell, or distribute the matter and form of something (as a literary, musical, artistic work, or performing rights organization).
9. **Dues and Professional Licenses:** Professional organization membership dues and fees to maintain professional licenses. Compensation may be processed as a p-card payment or as a non-PO payment according to Department of Finance policies.
10. **Equipment, Used or Surplus:** Purchases of used or surplus equipment, excludes vehicles.
11. **Honoraria/Entertainment:** Payment for a service (e.g., making a speech) provided by a contractor such as authors, speakers, lecturers, musicians, performing artists.
12. **License Agreements:** License agreements with the owner of the source code for existing software and/or manufacturer of sophisticated medical, scientific or engineering equipment.
13. **Maintenance Agreements:** Maintenance agreements with the owner of the source code for existing software and/or manufacturer of sophisticated medical, scientific or engineering equipment.
14. **Media Purchases:** Advertisements and legal notices such as in newspapers, magazines, journals, radio, television, etc. Compensation may be processed as a p-card payment or a non-PO payment according to Department of Finance policies.
15. **Pilot Programs:** Purchases for testing or evaluation (limited to purchases of quantities considered necessary for complete and adequate testing).
16. **Rare and Historic:** Rare and historic manuscripts, printed and photographic materials (e.g. books, maps, manuscripts, photographs and prints) that are one of a kind or exist in very limited supply.
17. **Resale Items:** Brand-name items purchased for resale in a County operated shop (pro-shop, gift shop), excludes food.
18. **Sponsorships:** Sponsorship payment of an event, activity or organization directly related to the County's mission. Sponsorships are limited to charitable institutions and associations, volunteer and nonprofit organizations, chambers of commerce, or another governmental entity in accordance with Code of Virginia § 15.2-953\* (\*E. for purpose of this section, "donations" shall include the lawful provision of in-kind resources for any event sponsored by the donor.).

19. **Sporting Events/Entertainment:** Tickets to sporting events or entertainment (such as movie or theme park tickets) for Office of Children or Fairfax County Park Authority camps and activities.

20. **Training:**

A. Training Provided by Professional Organization: Classes, workshops, or conferences provided by a professional organization rather than a training vendor or individual. This exemption is limited to organizations that are associated with professional accreditation or certification.

B. Specialized Training: Training that is specialized, proprietary, or not typically available to the general public for which competition is generally unavailable. Specialized technical training provided by a vendor for their equipment is included in this category. Justification must be prepared to document verification of exclusivity.

C. e-Learning Content: Proprietary or trademarked desktop training content made available for general employee development or customized content developed solely for use for specific department applications. Content must be delivered through the Learning Management System.

21. **Vehicles:** Undercover police vehicles, in accordance with Department of Purchasing and Supply Management IPM 12-210.

**PROCEDURES**

1. Where a department's estimated cost of goods or nonprofessional services is \$100,000 or less for the goods and services detailed above, purchases may be made upon receipt of a minimum of one written quotation. If more than one quote is received, then award shall be made to the lowest responsive and responsible bidder. A record of the quotation must be kept with the file. Departments should seek additional competition whenever there is reason to believe a quotation is not a fair and reasonable price.

2. Purchases of items listed above must be accomplished through either the FOCUS shopping cart/purchase order or a p-card transaction, in accordance with established thresholds.

3. Departments should cite the specific exemption in the Shopping Cart by clicking on the *Standard Instruction* field and selecting the appropriate Standard Instruction from the drop down box. Each PM 12-19 exception type has its own standard instruction.

**TWO PARTY AGREEMENTS**

1. Two Party Agreements: In some cases, the vendor may request the department sign an agreement that adds additional obligations to the County beyond the terms and conditions of the Purchase Order. Equipment maintenance agreements and software license agreements are common examples.

A. Under \$10,000: Departments with Small Purchase Order delegation may sign such an agreement provided that the agreement does not obligate the County for more than \$10,000 for the duration of the agreement and subject to the restrictions discussed in the following paragraph B. The agreement should be cross-referenced on the Small Purchase Order and maintained in the issuing department files for review.

Procedural Memorandum No. 12-19  
Exceptions to Competitive Procurement Requirements

B. \$10,000 or greater: If a Purchase Order is issued then the two party agreement must be reviewed, approved, and signed by DPSM. Once completed, DPSM will return the final agreement to the user department. The user department is responsible for copying and mailing the agreement to the vendor and retaining the agreement in department files for review. The agreement should be cross-referenced on the Purchase Order.

2. There are two types of clauses included in vendor agreements that departments may not agree to. These are: 1) indemnification by the County of the vendor or the vendor's personnel and, 2) agreements governed by the laws of any state other than the Commonwealth of Virginia. If such language exists in the agreement, strike through this language, initial the stricken portion and request counter signature or initialing by the vendor. If the vendor will not agree to these changes, do not sign the agreement, regardless of the amount. The agreements should be forwarded to DPSM for review and approval.

3. Contact DPSM with any questions regarding signing vendor agreements. DPSM will coordinate with the County Attorney's Office, if required.

**RECORD RETENTION**

Retention of all procurement records relating to exempt purchases (quotation, two-party agreements, etc.) are the responsibility of the end-user.

**STANDARD INSTRUCTION GUIDE — COMPETITIVE PROCUREMENT EXCEPTIONS**

201. This order references PM 12-19 (exception 01) and is noted for internal County purposes only.
202. This order references PM 12-19 (exception 02) and is noted for internal County purposes only.
203. This order references PM 12-19 (exception 03) and is noted for internal County purposes only.
204. This order references PM 12-19 (exception 04) and is noted for internal County purposes only.
205. This order references PM 12-19 (exception 05) and is noted for internal County purposes only.
206. This order references PM 12-19 (exception 06) and is noted for internal County purposes only.
207. This order references PM 12-19 (exception 07) and is noted for internal County purposes only.
208. This order references PM 12-19 (exception 08) and is noted for internal County purposes only.
209. This order references PM 12-19 (exception 09) and is noted for internal County purposes only.
210. This order references PM 12-19 (exception 10) and is noted for internal County purposes only.
211. This order references PM 12-19 (exception 11) and is noted for internal County purposes only.
212. This order references PM 12-19 (exception 12) and is noted for internal County purposes only.
213. This order references PM 12-19 (exception 13) and is noted for internal County purposes only.
214. This order references PM 12-19 (exception 14) and is noted for internal County purposes only.
215. This order references PM 12-19 (exception 15) and is noted for internal County purposes only.
216. This order references PM 12-19 (exception 16) and is noted for internal County purposes only.
217. This order references PM 12-19 (exception 17) and is noted for internal County purposes only.
218. This order references PM 12-19 (exception 18) and is noted for internal County purposes only.

DPSM AUG21 14 04:11:32

Blank Page

54



# County of Fairfax, Virginia

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

**DATE:** September 12, 2014  
**TO:** Department Heads and Payroll Contacts *Susan Woodruff*  
**FROM:** Susan E. Woodruff  
 Human Resources Director  
**SUBJECT:** Holiday Schedule – Calendar Year 2015

As approved by the Board of Supervisors on September 9, 2014, the following holidays shall be observed by the County during calendar year 2015:

<u>HOLIDAY OBSERVED</u>	<u>DAY</u>	<u>DATE</u>
New Year's Day	Thursday	January 1, 2015
Day <u>After</u> New Year's Day	Friday	January 2, 2015
Martin Luther King, Jr.'s Day	Monday	January 19, 2015
George Washington's Day	Monday	February 16, 2015
Memorial Day	Monday	May 25, 2015
Independence Day	Friday	July 3, 2015
Labor Day	Monday	September 7, 2015
Columbus Day	Monday	October 12, 2015
Veterans Day	Wednesday	November 11, 2015
Thanksgiving Day	Thursday	November 26, 2015
Day after Thanksgiving	Friday	November 27, 2015
Christmas Eve (Half Day)	Thursday	December 24, 2015
Christmas Day	Friday	December 25, 2015

55

56



# County of Fairfax, Virginia

## Attachment 10

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

### FAIRFAX COUNTY PUBLIC LIBRARY CLOSINGS

#### HOLIDAY SCHEDULE

#### Calendar Year 2015

<i>Holiday Observed</i>	<i>Day</i>	<i>Fairfax County Public Library</i>	<i>Fairfax County Government</i>
New Year's Day	Thursday	January 1, 2015	January 1, 2015
Day After New Year's Day	Friday	January 2, 2015	January 2, 2015
Martin Luther King Jr.'s Day	Monday	January 19, 2015	January 19, 2015
George Washington's Day	Monday	February 16, 2015	February 16, 2015
Easter	Sunday	Sunday, April 5, 2015	April 5, 2015
Memorial Day	Sunday Monday	Sunday, May 24, 2015 May 25, 2015	(SUNDAY NOT A CTY. HOLIDAY) May 25, 2015
Independence Day	Friday	July 3, 2015	July 3, 2015
Labor Day	Sunday Monday	Sunday, September 6, 2015. September 7, 2015	(SUNDAY NOT A CTY. HOLIDAY) September 7, 2015
Columbus Day	Monday	October 12, 2015	October 12, 2015
Veterans Day	Wednesday	November 11, 2015	November 11, 2015
Thanksgiving Day	Thursday	November 26, 2015	November 26, 2015
Day After Thanksgiving	Friday	November 27, 2015	November 27, 2015
Christmas Eve (Half Day)	Thursday	Branches close at 1:00	December 24, 2015
Christmas Day	Friday	December 25, 2015	December 25, 2015
New Year's Eve	Wednesday	Branches close at 5:00 p.m.	December 31, 2015

FAIRFAX COUNTY PUBLIC LIBRARY  
12000 Government Center Pkwy. • Suite 324  
Fairfax, VA 22035

703-324-3100 TTY: 703-324-8365 FAX: 703-222-3193  
www.fairfaxcounty.gov/library



58

Blank Page

**Gates, Karen**

---

**Subject:** FW: Update and New Start date for Collection Transfer Procedures

**From:** Rhodes, Elizabeth  
**Sent:** Monday, September 22, 2014 1:50 PM  
**To:** LIB-BRANCH MANAGERS; LIB-C-TEAM  
**Cc:** LIB-Mgmt Teams; Quinn, Melanie E.; Albert, Robin  
**Subject:** Update and New Start date for Collection Transfer Procedures

Good afternoon,

At our July C-Team we had discussed a new transfer procedure:

- *Starting in September, there will be a Transfer discussion board on the Collection Services Page. Each branch will designate a contact person who will post and monitor requests for materials. Branches will no longer automatically send their transfer materials to assigned regionals or TE. The Collection Focus Groups are currently using the test board, and will send out detailed instructions and guidelines a few weeks before we all start using it.*

We have been testing and updating the site and are pleased with how it is developing. However, since there are many other new system procedures being rolled out at this time we have decided to wait to introduce the new transfer procedures to branch staff at the **October 21<sup>st</sup> C-Team meeting**. That meeting will be held in the TE Training Room and C-Team members will have an opportunity for hands on training and practice.

In the meantime, please continue to send your transfers to your assigned branch.

Thank you for your patience, and please let me know if you have any questions.

Liz

*Elizabeth Rhodes  
Collection Services Coordinator  
Fairfax County Public Library System  
Technical Operations Center  
Direct: (703) 222-3111 Main: (703)222-3115*

60

# **AGENDA FOR FRIENDS' FORUM**

**September 14, 2014**

**BUILDING AN ADVOCACY TOOLBOX: A CONVERSATION  
AMONG FRIENDS**

Facilitated by David Broder - President of SEIU VA 512/  
Janice Kuch - Branch Manager, FCPL Access Services Branch

- 12:30 pm REGISTRATION AND REFRESHMENTS
- 1:00 pm BRANCH MANAGER WELCOME (Starr Smith)
- 1:05 pm EXPLANATION OF FORMAT/SPECIAL GUESTS
- 1:10 pm WHY ADVOCACY?
- 1:30 pm BUDGET PROCESS
- 1:50 pm EDUCATION/PUBLIC AWARENESS
- 2:10 pm NETWORKING
- 2:30 pm IDEAS FOR SPECIFIC ADVOCACY EFFORTS

Blank Page

62

FCPL Branch Managers

Janice Kuch - Access Services  
Jerilyn Polson - Oakton  
Linda Schlekau - Burke Center

Chris LaMarca - Dolley Madison  
Laura Raymond - Herndon  
Starr Smith - Tysons-Pimmit.

FCPL Friends of the Library

Access Services:	Cheryl M. Piper	
Centreville:	Dennis Shaw	
Chantilly:	Barbara Levermann	
George Mason:	Nancy Allard	
Great Falls:	Michelle Miller	
Herndon:	Mary Danewitz	
Kings Park:	Norene Gerstner	Bruce Wallachy
Kingstowne:	Peter Bastone Margaret Weaver	Erin Rogers
Martha Washington:	Dawn Keane	
Oakton:	Corinne Savage	
Pohick:	Robert and Yolanda Atkins	
Reston:	Carol Bradley Helen Fedor Roxane Hughes Rik Karlsson	Pamela Chin Dennis Hays Brian Jacoby
Sherwood:	Nora Gyuk	Don Heinrichs
Tysons-Pimmit:	John and Patty Ball Kathy Kaplan Jose Rodriguez Mary Vavrina	Lisette Brisebois Charles Keener Tresa Schlecht
Virginia Room:	Fran Millhouser	Phylis Salak
Woodrow Wilson:	Peggy Higgins	Pat Jack
FCPL/FCPS Retirees/Staff:	Vera Finberg Marie Schryver Sarah Souther - Sherwood	Sharon Levy

Board of Supervisors

Linda Smyth, Providence District Supervisor  
Clayton P. Medford, Chief of Staff for Sharon Bulova  
Jennifer Boysko, Staff Aide to John W. Foust  
Casey Hanes, Legislative Aide to Supervisor Catherine M. Hudgins

FCPL Board of Trustees

Priscille Dando	Liz Clements
Karrie Delaney	Michael Donovan
Don Heinrichs	Willard Jasper

The League of Women Voters of Fairfax County

Helen Kelly	Therese Martin
Marcia McDevitt	

The Federation of Citizens Associations of Fairfax County

Kathy Kaplan	Ed Saperstein
--------------	---------------

The Fairfax County Government Employees Union

Bart Hutchins

The Fairfax County Public Library Employees Association

Jennifer McCullough

The Virginia Civic Engagement Table

Julie Emery

Virginia New Majority

Tram Nguyen

The Alliance for Human Services

Frank Blechman

The American Federation of Teachers/Pimmit Hills Citizens Association

Connie Cordovilla

SEIU VA 512

David Broder

64

\*\*\*\*

## INSTRUCTIONS

\*\*\*\*

**PLEASE SUBMIT**

**ONE COMPLETED COPY OF THIS FRIENDS QUESTIONNAIRE  
ON BEHALF OF YOUR LIBRARY FRIENDS GROUP**

**By Wednesday, October 1, 2014.**

**By snail mail to:**

**THE FRIENDS OF THE RESTON REGIONAL LIBRARY  
11925 Bowman Towne Drive  
Reston, VA 20190  
Attn: Pamela Chin**

OR

**By email to:**

**restonfriendspr@gmail.com**

\*\*\*\*

**THANK YOU FOR YOUR HELP!!!**

\*\*\*\*

*It's been said that.....*

**“Nobody has a primal urge  
to visit a Friends web page.”**

*Do you agree?*      Yes \_\_\_      No \_\_\_

*Does it matter?*      Yes \_\_\_      No \_\_\_

66

**Name of your Friends group**

\_\_\_\_\_

Point person for this subject only

\_\_\_\_\_

Preferred method of contact for this point person on this subject only

email address \_\_\_\_\_

phone \_\_\_\_\_

**Does your Friends group have the following?**

Group email address      No \_\_\_\_\_      Yes, it is \_\_\_\_\_

Group phone number      No \_\_\_\_\_      Yes, it is \_\_\_\_\_

**Does your Friends group have an active alternate online presence outside of the FCPL web site?**

Social media

No \_\_\_\_\_      Yes, Facebook \_\_\_\_\_      Yes, Twitter \_\_\_\_\_

Blog site      No \_\_\_\_\_      Yes, it is \_\_\_\_\_

Amazon storefront      No \_\_\_\_\_      Yes, it is \_\_\_\_\_

Paid online advertising for book sales

No \_\_\_\_\_      Yes, at booksalefinder.com \_\_\_\_\_

Other online presence      No \_\_\_\_\_      Yes, it is \_\_\_\_\_

67

## Is your Friends group satisfied....

With your current individual Friends group web page at the FCPL web site?

1                      2                      3                      4                      5                      6                      7  
No, not at all                      Not sure                      Yes, very satisfied

With the current overarching Friends web pages at the FCPL web site?

1                      2                      3                      4                      5                      6                      7  
No, not at all                      Not sure                      Yes, very satisfied

## How many times a year does someone contact your Friends group through the FCPL web site?

*(where someone has mentioned seeing your group's web page at the FCPL web site and then contacted your group by email or by phone or in person at the library, etc)*

\_\_\_ Never    \_\_\_ 1-5 times per year    \_\_\_ 6-11 times    \_\_\_ 12 or more times    \_\_\_ Don't know

## Is your Friends group interested in working towards updating and/or changing the current Friends presence at the FCPL web site?

- \_\_\_ No, our group is very satisfied with the current web presence
- \_\_\_ Yes, our group is somewhat interested in change, but it's not a priority for us
- \_\_\_ Yes, our group is very interested in change and wants to be kept in the loop
- \_\_\_ Yes, our group is very interested in change and can participate in an active way

## Is your Friends group interested in a larger Friends presence at the web site of the FCPL Foundation?

- \_\_\_ No, it is not appropriate because the groups are separate and independent
- \_\_\_ No, our group is not interested, although it can be an appropriate idea for others
- \_\_\_ Yes, our group is somewhat interested, but it's not a priority for us
- \_\_\_ Yes, our group is very interested and wants to hear more about any possibilities

## ADVOCACY: A BASIC OUTLINE

### Advocacy – what is it?

The process of turning passive support into educated action by stakeholders  
Voicing your support for libraries and encouraging others to do the same

### Why advocate for the public library?

Libraries operate in an unstable economic environment where their valued position as a pillar supporting the educational structure and as a community asset is no longer secure

### Building on past successes

Save Our Libraries effort  
Beta Proposal/Library Customer Services Specialist opposition

### Define your goals for advocacy

What do you want to achieve?  
Who are the decision-makers who can make these goals happen?

### Planning and developing a work plan

Identify the important tasks  
Assign the tasks  
Determine deadlines

### Resources

Who are the people in our community who can add to our numbers of advocates?  
Facts, figures, and personal stories – where to get help with research

### Communication – the critical tool

Define the key messages, audiences, and strategies for reaching those audiences  
Questions to consider when creating your message:  
What does your audience know and think about your library right now?  
What do they need to know to help you reach your library's goal?  
What are the best ways to communicate with them?

*“Waiting for a crisis before creating an advocacy plan is like searching for a flashlight when the power goes off, only to find dead batteries. An ongoing advocacy program keeps policy-makers informed, creates opportunities for building long-term positive relationships, and allows time for careful planning.”* [from Priscille Dando, **Say It With Data; a Concise Guide to Making Your Case and Getting Results.**]

Additional information on the American Library Association's web site [www.ala.org](http://www.ala.org)  
and click on the [Advocacy University](#) link.

70

Blank Page

## **EFFECTIVE ADVOCACY**

### **Speak with Conviction**

If you don't care, why should anyone else?

### **Know Your Elected Official (And His/Her Staff) and Community Leaders**

Do your homework. If what you are saying is irrelevant to them, you will be ineffective. Demonstrate how the vitality of the public library affects their constituents.

### **Have a Clear Objective**

Get your message across right away. Prepare two or three key phrases that say what you want and why.

### **Explain What is at Stake**

Spell out not only what you want but what will happen if it is not done. Illustrate by using facts and examples to support your position.

### **Put a Human Face on It**

True stories about real people illustrate why doing what you have asked matters.

### **Keep the Big Picture in Mind**

Understand the environment in which elected officials and community leaders are operating. What else is competing for attention and resources? Demonstrate that you know there are choices to be made. Connect your issue to the top priorities: education, literacy, economic competition, and employment. How can the library contribute?

### **Empower the Audience**

Have a clear call to action. Give listeners a specific opportunity to commit to action to advance your goal.

### **Follow Up**

Don't just ask. Watch for follow through and keep in touch.

From: **Libraries Prosper with Passion, Purpose and Persuasion! A PLA Toolkit for Success**

Published by the Public Library Association, a division of the American Library

Association, 2007.

72

Blank Page

## Shall we just go ahead and close our libraries now?

Dear Fairfax County Public Library Board Trustees,

This may seem like an extreme question but after year after year of watching Fairfax Libraries being destroyed through relentless budget cuts I think it is a legitimate inquiry.

Since the 2008/2009 budget cycle in which the County declared libraries as a non-essential service we have seen cut after cut after cut.

Hundreds of library staff have been terminated and entire classes of library staff have been eliminated.

Our materials budget has been slashed beyond recognition.

The declining quality and quantity of the books on our library shelves reflect this.

Fairfax County has fallen to the absolute bottom of area jurisdictions in the support it provides to its libraries.

Even County leadership has acknowledged this - admitting that the cuts have gone too far, in some cases cutting to the bone or beyond.

The Board of Supervisors recognized this and made a very modest move toward reversing the situation with a commitment of \$250,000 each year for 4 years to bolster the library's material budget.

There is talk from the Trustees of rebuilding FCPL.

There is even a Staff Day theme of "renewal".

Yet all of this appears to be only empty rhetoric as here we go again with MORE CUTS to the library.- as staff and public are only now beginning to recover from the "Beta" nightmare, which was itself spawned and "justified" by this same relentless slashing of funds for our libraries.

Please let us be crystal clear: More cuts are NOT the way to rebuild or "renew" our libraries. It is time to say NO. It is time to say ENOUGH!

The County Executive demands yet more reductions and the library administration readily provides more staff positions to be eliminated as no longer necessary.

These are, of course, some of the very same currently vacant positions which the library administration assured the Trustees and staff would all be filled.

I doubt that the front line staff who have struggled because of these very vacancies in their branches would agree those positions are unnecessary. No doubt we can all look forward to lots more unwelcome transfers of staff to branches they do not want to go in order to spread the ever-shrinking staff even more thinly.

There appears to be absolutely no will left anywhere in County or library leadership to fight for truly first class quality libraries in Fairfax County.

Instead, all I see is resignation to yet another cut and yet another step in the downward spiral of FCPL.

Is this really what we all want?

Or are there others who agree with me that the time is long overdue for the Trustees to absolutely reject this trajectory and SAY NO TO ANY MORE CUTS?

Isn't it time to REFUSE TO COOPERATE IN ANY WAY with the further degradation of our libraries?

The Trustees should be DEMANDING an INCREASE / the RESTORATION of funds for Fairfax Libraries - NOT in any way accepting ANY more cuts going forward.

In the face of the relentless budgetary onslaught we have faced over the last several years it is hard not to just despair and just give up.

But if we do give up , I do not see a viable Fairfax library system existing in the future.

We might as well just surrender now then - close the libraries and sell their assets.

I have no doubt the land and buildings will bring the County a pretty penny from developers.

That should please County leaders who have always given those interests far more sway in their decisions than the well-being of our libraries ever merited.

I write this on the week of my 40th anniversary working for Fairfax County Public Library.

Will FCPL survive another 40 years the way things are going?

I fear not.

Charles Keener      September, 10, 2014

74

Gates, Karen

**Subject:** FW: Early Literacy Outreach Visits – September 2014

**From:** Edwards, Renee  
**Sent:** Monday, September 08, 2014 8:39 AM  
**To:** LIB-Youth Services Managers  
**Cc:** LIB-BRANCH MANAGERS; Kavich, Ted; Miller, Susan; Girondo, Jane; Edwards, Trinity  
**Subject:** Early Literacy Outreach Visits – September 2014

Good Morning Youth Services Managers,

Below are the outreach visits the early literacy assistants and I have in September.

Please let me know if you have any questions.

Thank you.

*Renee*  
 Early Literacy Outreach Manager  
 Early Literacy Services  
 Fairfax County Public Library  
 703-324-8413

**September 2014**  
**Early Literacy Outreach Storytimes**

Renee	Susie	Trinity	Jane
<b>Other Early Literacy Activities</b> 9/3 – R2R training for new storytime volunteers  9/11 – Annual R2R volunteer meeting at BC  9/13 – assisting with “Keep Toddlers E.N.G.A.G.E.D.” training for child care providers at SH  9/30 – presenting a training for family child care provider at GM	<b>FX</b> 9/26 – Ms. Delia’s Daycare* 9/26 – Calvary Baptist Church Preschool  <b>GM</b> 9/15 – Annandale United Methodist Preschool  <b>HE</b> 9/17 – Hopkins House  <b>KP</b> 9/9 – Kiddie Country I 9/18 – Kiddie Country II  <b>MW</b> 9/23 – Bryant Early	<b>AD</b> 9/9 – Employee Child Care Center  <b>CE</b> 9/16 – Happy Faces 9/16 – Rainbow Child Development Center  <b>DM</b> 9/10 – Westgate Child Care Center  <b>KN</b> 9/18 – Fort Belvoir Child Development Center North Post 9/18 – Fort Belvoir Child Development Center South	<b>CE</b> 9/16 – Maias Child Care*  <b>FX</b> 9/18 – Main Street Child Development Center  <b>GM</b> 9/10 – Sara A Family Child Care* 9/10 – Jovan Day Care*  <b>KN</b> 9/29 – JoAnn Blanks Child Development Center 9/9 – Kaye’s Kids  <b>LO</b>

	<p>Learning Center</p> <p><b>WW</b> 9/25 – Higher Horizons Head Start</p> <p>*family child care provider</p> <p><b>Other Early Literacy Activities</b> 9/11 – Annual R2R volunteer meeting at BC</p>	<p>Post</p> <p><b>JM</b> 9/23 –Lee District RECenter (tent)</p> <p><b>KP</b> 9/25 – Jackson Child Care*</p> <p><b>RR</b> 9/24 – Laurel Learning Center 9/24 – TLC4Kids 9/24 – Great Day Learning Center</p> <p><b>SH</b> 9/5 – Capital Kids</p> <p><b>TJ</b> 9/4 – James Lee Preschool</p> <p><b>WW</b> 9/4 – Seven Corners Children’s Center</p> <p>*family child care provider</p> <p><b>Other Early Literacy Activities</b> 9/11 – Annual R2R volunteer meeting at BC</p> <p>9/13 – presenting “Keep Toddlers E.N.G.A.G.E.D.” training for child care providers at SH</p>	<p>9/12 – Lucky Stars Preschool Academy*</p> <p><b>RR</b> 9/17 – Horizon Child Development 9/17 – Robert E. Simon Jr. Children’s Center 9/17 – Kid’s Corner Learn and Play*</p> <p><b>SH</b> 9/29 – Creative Learning School 9/9 – KinderCare Buckman Rd</p> <p><b>TJ</b> 9/3 – Wecare Daycare*</p> <p>*family child care providers</p> <p><b>Other Early Literacy Activities</b> 9/11 – Annual R2R volunteer meeting at BC</p> <p>9/30 – presenting training for family child care provider at GM</p>
--	--	--	--

*J. Renee Edwards*

Early Literacy Outreach Manager

**Early Literacy Services**

Fairfax County Public Library

12000 Government Center Parkway, Ste. 324

Fairfax, VA 22035 | 703-324-8413 | Fax: 703-222-3193

76

**CHANGING LIVES THROUGH LITERATURE RECIDIVISM - June 2014**

**CLTL Participants**

**Demographics**

Twenty-one separate Changing Lives through Literature (CLTL) classes involving 228 juveniles were held from winter 2009/2010 through Spring 2014. Twelve of the classes were for males; nine were for females. Classes ranged from 6 to 14 youth; the average class size was eleven. Overall, 57% of participants were male. Fifty percent of the youth were white, 9% were Asian, 18% were African-American, and 13% were Hispanic. Age at intake ranged from 12 to 18 years; the average age was 16.

<b>CLTL - Participant Demographics</b>		
<b>Gender</b>		
Female	98	43.0%
Male	130	57.0%
<b>Race</b>		
Asian	18	7.9%
Black	41	18.0%
Hispanic	30	13.2%
Other/Unknown	22	9.7%
White	117	51.3%
<b>Age</b>		
Average Age	228	16.0 years

**Initial Charges**

A little over half (57.5%) of the diversions were for property offenses, most commonly petit larceny, grand larceny, trespassing and unlawful entry. Twenty-three percent of the charges involved drugs and alcohol. Of this group, the overwhelming percent were for marijuana (39 of the 53 youth in this subgroup). Eight percent of youth were diverted for persons offenses, most commonly assault. Another 7% were diverted for offenses against public order such as disorderly conduct and littering. Six youth were charged with weapons offenses; only four youth were diverted for status offenses.

<b>CLTL - Most Serious Charges Diverted</b>		
	<b>Frequency</b>	<b>Percent</b>
<b>Property Offenses</b>		
Petit Larceny	68	29.8
Grand Larceny	23	10.1
Trespassing	17	7.5
Unlawful Entry	11	4.8
Receiving Stolen Property	3	1.3
Destruction of Property	3	1.3
B & E	2	0.8
Embezzlement	1	0.4
Larceny	1	0.4
Vandalism	1	0.4
Unauthorized Use	1	0.4
	<b>131</b>	<b>57.5</b>
<b>Drugs and Alcohol</b>		
Marijuana	39	17.1
Alcohol	13	5.9
Drunk in Public	1	0.4
	<b>53</b>	<b>23.2</b>
<b>Offenses Against Persons</b>		
Assault	17	7.5
Assault by Mob	2	1.0
	<b>19</b>	<b>8.3</b>
<b>Public Order</b>		
Disorderly Conduct	6	2.6
Littering	2	0.9
Shoot/Throw Missile	2	0.9
Unlawful Videotaping/Photographing	2	0.9
False Report	1	0.4
Telephone Threats	1	0.4
Disruption of School	1	0.4
	<b>15</b>	<b>6.6</b>
<b>Status Offenses</b>		
CHINS - Truancy	1	0.4
CHINS - Runaway	1	0.4
Possession of Tobacco	2	0.9
	<b>4</b>	<b>1.8</b>

78

<b>CLTL - Most Serious Charges Diverted</b>		
	<b>Frequency</b>	<b>Percent</b>
<b>Weapons Offenses</b>		
Possession of Weapon	2	0.9
Concealed Weapon	2	0.9
Brandishing a Firearm	1	0.4
Weapon on School Grounds	1	0.4
	<b>6</b>	<b>2.6</b>
<b>Total</b>	<b>228</b>	<b>100.0</b>

### **Program Completion**

Very few youth fail to successfully complete the CLTL program. Of the 206 juveniles who participated in the sessions during this period\*, 199 (96.6%) completed successfully. Nine of the 206 (4.4%) youth received new charges during the period they were on diversion; seven youth had one new charge, one youth had two new charges, and one youth had three new charges while on diversion. New charges included assault, truancy, marijuana, petit larceny, and traffic summons. (\*The Spring 2014 group was still in session when the data was collected for this report so those 22 participants could not be included in the program completion analysis.)

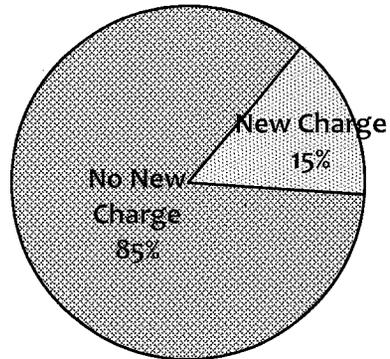
### **Recidivism**

The major outcome measure for this program is reoffending during the first year after completing diversions; 175 youth had completed diversion at least 1 year ago and were eligible to be included in the recidivism portion of the analysis. Thirty-nine (22.3%) of CLTL participants received new charges at some point since their diversion period was completed. Most common new offenses involved drugs and alcohol, especially marijuana, assault and petit larceny. The full list of charges for all 39 youth who had new charges is provided on the next page.

<b>CLTL – New Charges Post Diversion</b>		
	<b>Frequency</b>	<b>Percent</b>
<b>Property Offenses</b>		
Petit Larceny	5	12.8
Grand Larceny	1	2.6
Trespassing	2	5.1
Larceny	1	2.6
Vandalism	1	2.6
	<b>10</b>	<b>25.6</b>
<b>Drugs and Alcohol</b>		
Marijuana	6	15.4
Alcohol	3	7.7
Narcotics	3	7.7
	<b>12</b>	<b>30.8</b>
<b>Offenses Against Persons</b>		
Assault	6	15.4
	<b>6</b>	<b>15.4</b>
<b>Public Order</b>		
Disorderly Conduct	1	2.6
Telephone abusive	1	2.6
	<b>2</b>	<b>5.1</b>
<b>Status Offenses</b>		
CHINS - Runaway	1	2.6
Possession of Tobacco	1	2.6
	<b>2</b>	<b>5.1</b>
<b>Weapons Offenses</b>		
Possession of Weapon	1	2.6
	<b>1</b>	<b>2.6</b>
<b>Traffic Offenses</b>		
Traffic Violation	1	2.6
Reckless Driving	2	5.1
	<b>3</b>	<b>7.7</b>
<b>Violations</b>		
Contempt/Summons	2	5.1
VOP	1	2.6
	<b>3</b>	<b>7.7</b>
<b>Total</b>	<b>39</b>	<b>100.0</b>

80

**New Charges Within One Year  
After End of Diversion**



***Twenty-seven youth (15.4%) reoffended within the first year after completing diversion.*** Fifteen of these youth reoffended within six months of completing diversion. Fifteen percent of those who participated in the CLTL program received new charges within 12 months of completion compared to 32% of juveniles who were released from probation in FY2012 were rearrested in FY2013.

87

Blank Page

## Fairfax County Public Library Board of Trustees

### ACTION ITEM

October 8, 2014

ISSUE: To review the recommendations of the Budget Committee regarding the proposed FY2016 reduction proposal.

RECOMMENDATION: The Budget Committee recommends approval of the attached consideration item.

BACKGROUND: At the July 9 meeting of the Library Board of Trustees, the memorandum from the County Executive to county leadership outlining the budget strategy for the next three (3) fiscal years was distributed. A brief presentation followed reviewing the instructions and how they applied to the Library. For FY 2016, these documents instruct all County agencies to prepare a submission that includes a 3% reduction which equates to \$800,000.

At the Budget Committee meeting held on September 3, 2014, the committee reviewed staff's recommendation which was prepared using the Board's previous priorities of maintaining public access and shoring up the collection. The proposal recommends the elimination of 21 Library Aide positions currently vacant. This reduction was presented as it was deemed the least impactful option for staff yet still maintains the commitment to Board priorities. Additionally, recent initiatives to expand technology will assist in bridging the service delivery gap and remaining resources will be redistributed among branches to ensure large pockets of vacancies in this job class are addressed.

Attached Document:

- (1) Draft Recommendation

84

Blank Page

# FY 2016 PROGRAMMATIC REDUCTIONS

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

## FY 2016 Budget Reduction Impact Template and Instructions

<b>FUND/AGENCY NAME</b>					
<b>Title of Program Reduction</b>					
<b>Expenditures</b>	<b>Revenue</b>	<b>Net Reduction</b>	<b>Vacant Positions</b>	<b>Filled Positions</b>	<b>Total Positions</b>
\$800,000	\$0	\$800,000	21 / 13.0 FTE	0 / 0.0 FTE	21 / 13.0 FTE
Has this reduction been proposed in prior years? <input type="checkbox"/>					
No.					
<b>IMPACTED PROGRAM/SERVICE</b>					
Front line customer service					
<b>DESCRIPTION OF REDUCTION</b>					
<p>FCPL is proposing the elimination of currently vacant Library Aide positions. Primarily, the function of these positions is divided between customer service and materials management. With advances in technology, FCPL has implemented and/or expended its customer self-service options which have been impactful for these positions to include: on-line credit card payment of accounts, a kiosk payment system currently implementing 60 self-service payment options, a software program that automates the process of filling customer material hold requests and the self-service checkout rate of over 80% system wide. An expansion of self-checkout is also planned with projected implementation during FY 2015. At present, FCPL has 92 Library Aide (S-13) positions. This reduction would reduce the total number to 71 and result in savings of approximately \$500,000. The remaining balance of \$300,000 would be reduced from available balances in Personnel Services.</p>					
<b>IMPACT OF REDUCTION</b>					
<p>Historically, the shift to customer self-service has resulted in a short term decrease in customer satisfaction, but longer-term experience indicates customer satisfaction will return to expected levels. While this reduction is impactful it does not eliminate the entire department or the hierarchical structure. FCPL would be required to realign existing resources among branches as service levels dictate. Other staff in the circulation department would need to absorb residual workload and require</p>					

86

Blank Page

additional time on the customer service desk.

- Remaining staff can expect an increase in desk time by approximately 20%
- Initial customer satisfaction may be reduced by 5% from 95 to 90
- Approximately 25% of customers needing assistance to check out will be impacted with a potentially longer wait.

DRAFT

88

Blank Page

**FY 2016 COST SAVING REDUCTIONS**

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

**FY 2016 Cost Saving Reduction Impact Template and Instructions**

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

DRAFT

Blank Page