



County of Fairfax, Virginia

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

PLACE: George Mason Regional Library
7001 Little River Turnpike
Annandale, VA 22003
(703) 256-3800

TIME: 7:00 P.M.

DATE: July 8, 2015

AGENDA

I. PUBLIC COMMENT

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

II. MINUTES – June 2015

III. CHAIR'S REPORT

- A. Opening Remarks
- B. Library Board Chairman Charles A. Fegan Reappointment
- C. November 11, 2015 Board Meeting / Veterans Day Holiday
- D. Library Board Committee Assignments – FY2016 (Attachment 1, Page 1)

IV. COMMITTEE REPORTS

- A. Library Foundation – Willard Jasper
- B. Ad Hoc MOU Committee – Miriam Smolen
- C. Planning Committee – Priscille Dando

V. DIRECTOR'S REPORT

- A. Executive Summary
 1. FY2016 Budget
 2. Capital Programs Status Report (Attachment 2, Page 3)
 3. Library of Virginia FY2015 State Aid to Localities & FY2016 Estimated State Aid (Attachment 3, Page 5)
 4. DRAFT-Virginia Library Association Legislative Program Goals 2015-2016 (Attachment 4, Page 9)
 5. Mount Vernon At Home - Short Term Lease Extension (Attachment 5, Page 11)
 6. Facilities Management Updates
 7. Library Aide Vacancies
 8. Free Summer Meals for Kids Program (Attachment 6, Page 13)
 9. FCPL Renovation Process; Planning Library Buildings (VA Public Library Trustee Handbook) (Attachment 7, Page 17)
 10. Incident Report – June 2015 (Attachment 8, Page 31)

VI. CONSIDERATION ITEM – None

VII. ACTION ITEM - None

VIII. ROUNDTABLE

INFORMATION ITEMS

- Monthly Statistical Snapshot, May 2015
- The Art of Weeding, Collection Management
- Straddling the Digital and Print Ages, New Silver Spring Library Opens

FAIRFAX COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
June 10, 2015

Chair Charles Fegan called the meeting to order at 7 p.m.

Public Comments

Jennifer McCullough, President, Fairfax County Public Library Employees' Association
Dennis Hays

Minutes - Motion accepted to approve the May 2015 board minutes, as amended.

Chair's Report – Chair Fegan has completed one year as Chair, much has been accomplished and thanked all for their support. Thanked Library Director Sam Clay and library staff for their support and thanked each board member. Discussed new trustee orientation meetings being informative and discussed the importance of the library board's participation in the budget process. The fiscal year ends June 30, 2015 at which time excess funds are deferred back to the County general fund. Propose the library board request a portion of these excess funds to replenish the library collection.

Motion accepted to prepare a letter to Chairman Sharon Bulova and the Department of Management and Budget requesting a minimum of \$200,000 of excess funds to replenish the collection.

Committee Reports

- A. Library Foundation – Michael Donovan – held elections recently, Chair Fegan advises Trustee, Fran Millhouser was elected to the Foundations Board of Trustees.
- B. Budget Committee – Michael Donovan – no report.
- C. Ad Hoc MOU Committee – Michael Donovan – to date has visited Oakton Friends and Great Falls Friends groups in May. Will meet with Reston Friends on June 17 and Tysons-Pimmit Friends on July 12. Has received comments from Centreville, Oakton, Kings Park and Richard Byrd Friends groups from one extreme to opposition towards revising the existing MOU. Mr. Donovan stated Great Falls does not have a MOU and asked library administration to supply a copy. Requested friends groups reply by July 1 with responses and then will meet as a committee to discuss. Chair Fegan thanked the Friends groups for all that they do.
- D. Planning Committee – Priscille Dando – RFP process is moving forward. May have a more complete report at July board meeting. Timeline suggests bid process completed next fiscal year.
- E. Ad Hoc FCPL Director Search Committee – Karrie Delaney – Library Director job announcement posted June 6, 2015. Marketing materials finalized and sent to the printer. Announcement will run in various publications. Thanked each board member and County Human Resources for assistance and for working on a tight timeline.

Chair Fegan added the committee has done a herculean job fulfilling the requirements of the County. Encouraged board members to read all they can as board members will interview the final candidates.

Director's Report

A. Executive Summary

1. Budget Information – The library will be requesting some unencumbered carryover funding for furniture related to Pohick Library's renovation and for the upcoming self-checkout machine replacement.
2. Lines of Business - in the coming weeks we will get specific directions about the FY2016 Lines of Business exercise; Attachment 1, Page 1 is from a recent meeting of Agency Directors and their financial officers to learn more about the process. Added that Katie Strotman, Deputy Director, is on the executive committee.
3. Branch Renovations
 - a. Pohick – the project is on track and bids should be reviewed and the contractor selected on June 30. The library closes to the public on Sept. 5.
 - b. John Marshall – this renovation is moving along and we are in the beginning design phase. The project is more than a year out at this time.
4. Library Branch Renovations Timeline – this is a library produced document to help keep track of the upcoming renovation dates. The dates are estimates and can change as factors with the projects change.
5. Tysons-Pimmit Regional Library Temporary Location Status – a group, including Tysons branch manager Starr Smith and trustee Darren Ewing, toured a number of different suites at 7700 Leesburg Pike. This office building location is just 2 doors down from the library. The library needs and possible space layout are being reviewed now.
6. Kingstowne Regional Library Feasibility Study – As you may remember, the county has purchased land for a future Kingstowne Regional Library. At present, this project could be presented to voters in a 2022 bond referendum; a feasibility study wouldn't happen until closer to that date.
7. 50+ Committee Meeting – This May meeting chaired by Supervisor Herrity clearly demonstrates the county's commitment to this population. Attachment 3, Pages 24-25 lists the library's initiatives.
8. FCPL Card Outreach Pilot with FCPS – We have provided more information related to Priscille Dando's suggestion that FCPS and FCPL should partner at the individual school level so students could get library cards and parents could learn more about FCPL services. Ms. Millhouser reiterated someone's suggestion from last month that perhaps applications could be made on line and a card mailed to the individual. Also mentioned last month's suggestion of giving out lanyards and suggested that perhaps Friends groups could consider sponsoring these lanyards.

Motion accepted to appoint Board of Trustee Priscille Dando as the official representative authorized to be the delegate for the Fairfax County Public Library Card Outreach Pilot Project with Fairfax County Public Schools.

9. Marketing Resources for Summer Reading Program – it is almost time for the Summer Reading Program to begin. Branch staff are busy booktalking and preparing for the start on June 19.

Action Item – Motion accepted to adopt Action Item - Addition to Board of Trustees Policy J "Policy Regarding Privacy of Patrons' Research and Reading Materials".

Election of Library Board Officers – Ms. Levy moved to adopt elected officers. Motion accepted to elect Board of Trustees officers, Charles Fegan, Chairman of the Library Board, Karrie Delaney, Vice Chairman of the Library Board and Willard Jasper, Foundation Director of the Library Board.

Roundtable

Ms. Levy – asked to serve on City of Fairfax Human Services Committee and started serving on Childhood Hunger Coalition. Recently sat in on a teleconference sponsored by Gov McAuliffe’s wife, regarding childhood hunger. Last year 9 library systems were involved, this year 22 library systems are involved. Propose Fairfax County library system gets involved. Director Clay will pursue the request.

Ms. Millhouser – very interested in the article, “Do We Need Libraries?” Attended recent meeting where someone said “we should abolish libraries and use them as centers for drug trials.” She was completely floored. Rather than use the term “chain of command”, she would like to see FCPL become a more non-hierarchical organization as a guiding principal for the library, as we suggested in the article as a way of responding quickly to customer needs.

Dr. Sirh – attended a ceremony in February, where the library was next to the Parks system and they cooperated with each other. It was a very interesting concept.

Ms. Dando – there are more branches of libraries in our country than there are McDonald’s restaurants. 58% of general population uses the library on a regular basis. Looking to the future, we have to recognize it is currently a vital service. (copy of statistics attached)

Ms. Delaney – congratulated Chair Fegan on his re-election.

Ms. Smolen – attended first Friends group meeting at Oakton and reports Mr. Donovan did a very nice job.

Mr. Heinrichs – congratulated newly elected officers. Board will have an active year, new library director and public outreach survey and strategic plan in the future. For the third year, the Sherwood Friends is participating with local schools on a bookmobile activity, 1st thru 5th grade along Route 1. Friends are donating books for the bookmobile.

Mr. Donovan – pleased to see the World Games flyer. He is volunteering during the event and looking forward to it.

Chair Fegan – will have an active year coming up. Will announce the committees at the July board meeting. When the new director is hired, hopefully some lines of business and procedures are established. He will also establish a Library of the Future committee. Thanked all new members for attending orientation. Thanked Director Clay for his directorship.

Chair Fegan adjourned the meeting at 8:05 pm.

Members Present

Sam Clay
Charles Fegan
Karrie Delaney
Priscille Dando
Fran Millhouser
Suzanne Levy
Dr. Joseph Sirh
Miriam Smolen
Michael Donovan
Don Heinrichs

Members Absent

Will Jasper
Michael Cutrone
Darren Ewing

Respectfully Submitted:

Edwin S. Clay III
Library Director

Approved:

Charles Fegan, Chairman
FCPL, Board of Trustees

QUOTABLE FACTS ABOUT AMERICA'S LIBRARIES 2012 Reference Book

September 2012

American Library Association

For more information please contact:

Office for Library Advocacy

American Library Association

50 East Huron Street, Chicago, IL 60611

Telephone: 1.800.545.2433, x2428

E-mail: advocacy@ala.org

DID YOU KNOW?

58% of adults in the U.S. have public library cards.

IMLS FY2010 registered borrowers/population unduplicated [171,515,203/301,307,013 = 56.92%]

Harris Interactive household survey, January 2011= 58%--use because most current figure

Q1. First, do you have a library card?

2010	2011	
1025	1012	BASE
%	%	
62	58	Yes
38	41	No

Americans go to school, public and academic libraries more than three times more often than they go to the movies.

NCES ALS 2010 <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2012365> 22,077,092 visits/week; 1,148,008,784/year

IMLS PL FY2010 <https://harvester.census.gov/imls/data/pls/index.asp> (datafile) 1,574,572,600 visits

NCES SLMC <http://nces.ed.gov/pubs2006/2006313.pdf> pending from B. Holton (10.18.06) using 1999-2000 figures, 1.5B visits (figure not reported in SLMC 2008 or later)

Movie theater admissions US profile/media and Motion Picture Association 2011 Theatrical Market Statistics -- 1.28B admissions: <http://www.mpa.org/resources/5bec4ac9-a95e-443b-987b-bff6fb5455a9.pdf>

4,244,658,476: 1,200,000,000 yields a nearly 3.5:1 ratio of library visits to movie admissions

Reference librarians in the nation's public and academic libraries answer nearly 6.6 million questions weekly. Standing single file, the line of questioners would span from Ocean City, Maryland to Juneau, Alaska.

Reference transactions per week- Total reference transactions in IMLS/NCES library surveys [6,613,534/yr].

FY 2010 PLS (IMLS) 309,303,789/yr or 5,948,149/week and 2010 NCES-ALS 34,5++, +83/yr
665,384/week

Note: ALS data per FTE; IMLS PL data per 1000 pop; both divided by 52 weeks

6,613,534 ref transactions per week times 3 for distance between users, equals 19,840,602 linear feet.
The mile total is 3,757.6 (one mile is 5280 linear feet)

Ocean City, MD to Juneau is 3,771 miles (Google maps)

A 2012 poll conducted for the American Library Association found that 94% respondents agreed that public libraries play an important role in giving everyone a chance to succeed because they provide free access to materials and resources.

Harris Interactive 2011 household survey

<http://www.ala.org/research/sites/ala.org.research/files/content/librarystats/2011harrispoll.pdf>

TECHNOLOGY TRENDS

Academic libraries held approximately 158.7 million e-books and public libraries held more than 18.5 million in fiscal year 2010.

A 2011 Pew study found that about 24% of library card holders had read e-books in the past year. Of them, 57% preferred borrowing e-books and about 33% preferred purchasing them.

The 2011-2012 ALA *Libraries Connect Communities* study reported that 76.3 percent of libraries reported offering e-books, an increase of 9 percent from 2010-2011.

Sources: Phan, T., Hardesty, L., Hug, J., and Sheckells, C. (2011). *Academic Libraries: 2010* (NCES 2012-365). U.S. Department of Education, Washington, DC: National Center for Education Statistics. Retrieved 08/11/12 from <http://nces.ed.gov/pubsearch>. page 2.

Institute of Museum and Library Services. Public Libraries in the United States. Fiscal Year 2010 data file. Retrieved 08/11/12. <https://harvester.census.gov/imls/data/pls/index.asp>

Zickuhr, K., Rainie, L., Purcell, K., Madden, M., Brenner, J. *Libraries, patrons, and e-books*. Pew Internet & American Life Project. June 22, 2012. Retrieved 08/11/12. Page 30 and page 7.
<http://libraries.pewinternet.org/2012/06/22/libraries-patrons-and-e-books/>

Public Library Funding and Technology Access Study. Public Library Technology Summary. Pg 19.
http://www.ala.org/research/sites/ala.org.research/files/content/initiatives/plftas/2011_2012/plftas12_technology%20landscape.pdf

Full study citation: Hoffman, Judy, John Carlo Bertot, and Denise M. Davis. Libraries Connect Communities: Public Library Funding & Technology Access Study 2011-2012. Digital supplement of American Libraries magazine, June 2012. Available at <http://viewer.zmags.com/publication/4673a369>.

PUBLIC

There are more public libraries than McDonald's in the U.S. – a total of 16,766 including branches.

McDonald's 2011 annual report – 14,098 in 2010 in US

<http://www.aboutmcdonalds.com/content/dam/AboutMcDonalds/Investors/Investors%202012/201%20Annual%20Report%20Final.pdf>

FY2010 IMLS Public libraries – 16,766
<https://harvester.census.gov/imls/data/pls/index.asp>

Also used in ALA Fact Sheet #1 ??
<http://www.ala.org/ala/aboutala/offices/library/libraryfactsheet/alalibraryfactsheet1.cfm>

Americans spend nearly three times as much on candy as they do on public libraries.

(IMLS FY2010 PLS) Operating revenue 2010: \$11,324,016,872

National Confectioners Association - Performance and Economics

In 2010, NCA estimates that U.S. confectionery sales accounted for \$29.4 billion, an increase of 2.8 percent over 2009. Candy has a long history of adding joy to the holiday celebrations. In fact about 25 percent of confectionery spending happens around four major holidays - Halloween, Easter, Christmas and Valentine's Day. Chocolate represents around 60 percent of all confectionery sales in the U.S.

<http://www.candyusa.com/content.cfm?ItemNumber=1607>

Americans check out an average of more than eight books a year. They spend \$35.81 a year for the public library – about the average cost of one hardcover book.

(IMLS FY2010 PLS data file) Library circulation 2010: 2,465,999,291 (table 8); population 295,539,000 (table 1); visits per capita 7.4 (table 8); Library expenditures 2010: \$10,789,935,939 Per capita expenditures \$35.81

Library and Book Trade Almanac 2011 (Bowker Annual) - \$35.02 average hardcover (pg. 497)

Almost 89 percent of public library outlets now offer wireless Internet access.

Public Library Funding & Technology Access Study 2011-2012 Public Library Technology Summary, p19.
http://www.ala.org/research/plftas/2011_2012

More than 92% of public libraries provide services for job seekers.

“92.2 percent of all libraries reporting they provide access to jobs databases and other job opportunity resources.”
Public Library Funding & Technology Access Study 2011-2012, Public Library Technology Summary, p19.
http://www.ala.org/research/plftas/2011_2012

ACADEMIC

Academic librarians provide information serves more than 44 million each year – reaching almost 12 million more than attend college basketball games.

NCES ALS report 2010 Table 3: Reference transactions (services to individuals) – 34,599,983 per year ; individuals served in groups = 9,656,402 -- total served 44,256,385

<http://nces.ed.gov/pubs2012/2012365.pdf>

NCAA college basketball attendance 2010 = 32,820,701
http://fs.ncaa.org/Docs/stats/m_basketball_RB/Reports/attend/2010.pdf

College libraries receive just less than three cents of every dollar spent on higher education.

NCES ALS 2010, Table 9: \$6,829,108,368

Spending on higher education Digest of Education table 377 -- \$281,368,314,000 FY2009-10
http://nces.ed.gov/programs/digest/d11/tables/dt11_377.asp

The calculation is $6.8B/281B = \$.025$

Total academic library expenditures - \$6,829,108,368

Total academic institution expenditures – can't get national 2010 data from IPEDS database

If the cost of People magazine had risen as fast as the cost of academic library periodicals since 1990, it would cost about \$182 for a one-year subscription.

ARL serials study Monograph & Serial Expenditures in ARL Libraries, 1986-2006
<http://www.arl.org/bm~doc/monser06.pdf> (increased 1990-2006 about 271%)

List price 1990: 52/\$67.08

List price Jan 2005: 52/\$113.88

List price April 2009: 52/\$116.07

There are 584 students enrolled for every librarian in 2- and 4-year colleges and universities in 2010 the U.S. as compared with 14 students for each teaching faculty member.

NCES Digest of Education, Table 197: student enrollment 20,427,711 faculty 1,439,144
Ratio 14:1

http://nces.ed.gov/programs/digest/d11/tables/dt11_197.asp

Total student FTE – Get from Census staff, 2010 enrollment figure = 15,592,195

NCES ALS 2010, Table 7 - Total staff (librarians) – 26,706

Ratio 584:1

For institutions included in the ALS first look (these exclude children, territories and not imputed libraries) total is 15,592,195 (2008 - 14,483,674).

For institutions included in the whole file (these include territories, not imputed libraries and exclude children since their FTE is already included in the parent) - 16,127,813 (2008 - 14,663,619)

Now, if you are using the total librarian number from the First Look to do the ratio, you need to use the first number above (15,592,195).

SCHOOL

Research shows the highest achieving students attend schools with well-staffed and well-funded library media centers.

Facts at a Glance: Keith Curry Lance Studies 2006
http://www.lrs.org/documents/lmcstudies/student_achievement_2006.pdf

The average copyright year for health and medicine titles in school libraries is 1996 – a student using these resources would not learn about the cloning of Dolly the sheep (1997) or that the United Kingdom handed sovereignty of Hong Kong to the People's Republic of China (1997).

AASL School Libraries Count! 2011 pg.8
<http://www.ala.org/aasl/researchandstatistics/slcsurvey/slcsurvey>
1997 events, <http://en.wikipedia.org/wiki/1997>

Students make 1.3 billion visits to school library media centers during the school year, the same as attendance made to movie theaters in 2011, or three times as many visits to national parks

2011 – 429.7 million visits to national parks
<http://www.nature.nps.gov/stats/viewReport.cfm>

AASL School Libraries Count 2011, pg 11
<http://www.ala.org/aasl/researchandstatistics/slcsurvey/slcsurvey>

School libraries dept of ed figures from ALA factsheet 99,180
<https://www.ala.org/ala/professionalresources/libfactsheets/alalibraryfactsheet01.cfm>

ALA AASL School Libraries Count 2011; 315 visits (mean all responding libraries) times 42 weeks schools are in session = 13,230 visits times 99,180 (# of schools) = 1,312,151,400

Movie theater admissions US profile/media and Motion Picture Association 2011 Theatrical Market Statistics -- 1.28B admissions: <http://www.mpa.org/resources/5bec4ac9-a95e-443b-987b-bff6fb5455a9.pdf>

Americans spend over 18 times as much money on home video games (\$18.6 billion) as they do on school library materials for their children (\$1 billion).

Business Wire March 2011, Silicon Angle March 2011 – “During 2011, US gaming industry sales reached a record US \$18.6 billion, 15% over growth in 2010.” <http://siliconangle.com/blog/2012/03/06/2011-provides-a-record-year-for-pc-video-game-sales-cloud-and-f2p-dominate/>

NCES SLMC 2003 estimate (public and private schools) – \$1 billion

School libraries spend an average of \$12.06 per student on library media – about two-thirds the cost of a single fiction title (\$17.63) or about one-third the cost of a single non-fiction title (\$27.04).

AASL School Libraries Count! (SLC) 2008, pg 20

<http://www.ala.org/ala/mgrps/divs/aasl/researchandstatistics/slesurvey/SLCreport2008.doc>

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

Attachment 1

Budget Committee

Karrie Delaney, Chairman
Darren Ewing
Suzanne Levy
Michael Donovan
FCPL Contact
Melanie Quinn, Deputy Director

Planning Committee

Priscille Dando, Chairman
Donald Heinrichs
Miriam Smolen
Dr. Joseph Sirh
FCPL Contact
Katie Strotman, Deputy Director

Public Relations Committee

Willard Jasper, Chairman
Fran Millhouser
Michael Cutrone
FCPL Contact
Mary Mulrenan, Marketing Director

Ad Hoc FCPL Director Review Committee

Karrie Delaney, Chairman
Dave Molchany
Peggy Koplitz
Clayton Medford
Jennifer McCullough
Christine Jones
Duwain Ketch

Ad Hoc MOU Committee

Miriam Smolen, Chairman
Karrie Delaney
Michael Donovan
Donald Heinrichs
FCPL Contact
Sam Clay, Library Director**

*Chair of the Library Board of Trustees is an ex-officio member of all committees.

**Library Director oversees library staff participation on their appointed committees.

FCPL Capital Programs Status Report

Based on Building Design and Construction Division report
July 2015

Milestone	Pohick	Tysons-Pimmit	John Marshall	Reston
Design:				
Schematics	March 2014	September 2014	July 2015	
Design Development	June 2014	January 2015	October 2015	
Construction Drawings	November 2014	July 2015	May 2016	
Site Permit	January 2015	N/A	July 2016	
Building Permit	May 2015	November 2015	July 2016	
Construction:				
Bid Advertisement	May 2015	November 2015	July 2016	
Contract Award	July 2015	January 2016	September 2016	
Substantial Completion	May 2016	April 2017	September 2017	
Occupancy	June 2016	May 2017	November 2017	

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FY 2015 STATE AID TO LOCALITIES & FY 2016 ESTIMATED STATE AID

Library	\$15,031,764 State Aid Estimate 2015	\$15,043,514 State Aid Estimate 2016	Variance FY 2015 and FY 2016
COUNTY			
Amelia (Hamner)	52,383	54,364	1,981.00
Amherst	147,930	146,845	(1,085.00)
Appomattox (Jamerson)	42,089	42,222	133.00
Arlington	176,967	176,777	(190.00)
Augusta	157,636	156,605	(1,031.00)
Botetourt	148,438	147,381	(1,057.00)
Buchanan	110,585	112,366	1,781.00
Campbell	151,872	150,953	(919.00)
Caroline	103,249	104,504	1,255.00
Charlotte	45,125	45,905	780.00
Chesterfield	196,287	195,620	(667.00)
Craig	6,676	6,971	295.00
Culpeper	149,954	148,946	(1,008.00)
Cumberland	33,651	39,923	6,272.00
Essex	52,720	52,330	(390.00)
Fauquier	154,545	153,496	(1,049.00)
Fluvanna	64,580	65,050	470.00
Franklin	153,184	152,064	(1,120.00)
Gloucester	147,202	146,205	(997.00)
Halifax-South Boston	113,766	109,429	(4,337.00)
Henrico	193,976	192,915	(1,061.00)
Highland	22,668	24,306	1,638.00
King George (Smoot)	92,934	95,131	2,197.00
Lancaster	104,290	97,933	(6,357.00)
Loudoun	198,636	199,643	1,007.00
Lunenburg	0	41,063	41,063.00
Madison	34,517	39,246	4,729.00
Mathews	61,359	69,326	7,967.00
Mecklenberg	0	127,321	127,321.00
Middlesex	60,594	64,108	3,514.00
Northumberland	43,372	41,850	(1,522.00)
Nottoway	48,115	53,871	5,756.00
Orange	147,432	146,385	(1,047.00)
Pittsylvania	155,837	154,711	(1,126.00)
Powhatan	99,756	99,021	(735.00)
Pulaski	118,673	129,095	10,422.00
Rappahannock	34,661	38,676	4,015.00
Richmond County	23,317	23,261	(56.00)
Roanoke County	156,865	155,633	(1,232.00)
Russell	81,589	93,017	11,428.00

FY 2015 STATE AID TO LOCALITIES & FY 2016 ESTIMATED STATE AID

Library	\$15,031,764 State Aid Estimate 2015	\$15,043,514 State Aid Estimate 2016	Variance FY 2015 and FY 2016
COUNTY			
Shenandoah	149,862	148,785	(1,077.00)
Tazewell	150,222	149,126	(1,096.00)
Warren (Samuels)	147,400	146,381	(1,019.00)
Washington	152,278	151,125	(1,153.00)
York	151,553	150,540	(1,013.00)
REGIONAL			
Appomattox Regional	378,673	375,349	(3,324.00)
Bedford	207,980	205,380	(2,600.00)
Blackwater (W C Rawls)	406,395	410,821	4,426.00
Blue Ridge	327,588	316,287	(11,301.00)
Central Rappahannock	629,042	626,080	(2,962.00)
Central Virginia (Buck-Farmv)	124,289	153,940	29,651.00
Charles P. Jones	68,612	67,003	(1,609.00)
Eastern Shore	148,709	152,803	4,094.00
Fairfax	310,749	308,769	(1,980.00)
Galax-Carroll	136,463	136,382	(81.00)
Handley Library	357,518	360,668	3,150.00
Heritage Library	74,459	74,246	(213.00)
Jefferson-Madison	605,132	604,695	(437.00)
Lonesome Pine	431,355	426,737	(4,618.00)
Massanutten (Rockingham)	362,386	358,478	(3,908.00)
Meherrin	128,750	133,837	5,087.00
Montgomery-Floyd	235,669	234,690	(979.00)
Pamunkey	417,244	434,246	17,002.00
Prince William	526,075	519,607	(6,468.00)
Rockbridge	286,805	282,118	(4,687.00)
Smyth-Bland	192,229	197,535	5,306.00
Southside	189,973	0	(189,973.00)
Williamsburg	300,962	299,034	(1,928.00)
Wythe-Grayson	146,932	148,051	1,119.00
CITY			
Alexandria	164,628	164,069	(559.00)
Bristol	142,852	141,818	(1,034.00)
Chesapeake	180,011	179,496	(515.00)

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FY 2015 STATE AID TO LOCALITIES & FY 2016 ESTIMATED STATE AID

Library	\$15,031,764 State Aid Estimate 2015	\$15,043,514 State Aid Estimate 2016	Variance FY 2015 and FY 2016
COUNTY			
Colonial Heights	142,817	141,687	(1,130.00)
Danville	147,337	146,185	(1,152.00)
Falls Church (Styles)	142,001	141,028	(973.00)
Hampton	163,401	162,245	(1,156.00)
Lynchburg	153,042	151,959	(1,083.00)
Newport News	170,954	169,726	(1,228.00)
Norfolk	181,357	180,138	(1,219.00)
Petersburg	145,499	144,386	(1,113.00)
Poquoson	141,966	140,899	(1,067.00)
Portsmouth	156,350	155,117	(1,233.00)
Radford	141,958	141,709	(249.00)
Richmond City	175,188	174,305	(883.00)
Roanoke City	156,605	155,513	(1,092.00)
Salem	144,138	143,092	(1,046.00)
Staunton	144,040	143,003	(1,037.00)
Suffolk	156,559	155,649	(910.00)
Virginia Beach	216,281	215,065	(1,216.00)
Waynesboro	143,480	142,377	(1,103.00)
TOWN			
Clifton Forge	32,449	30,780	(1,669.00)
Narrows (Brammer)	10,460	9,404	(1,056.00)
Pearisburg	45,657	46,683	1,026.00
TOTALS	15,031,764	15,043,514	11,750

NOTE:

Fairfax will receive an additional \$190,070 to supplement the state formula aid distribution provided in Title 42.1, Code of Virginia, for libraries or library systems serving populations greater than 600,000. The supplement is added to the Fairfax County allocation, the only library to exceed 600,000 population. The amount is not included in this worksheet.



**Virginia Library Association
Legislative Program Goals
2015-2016**

1. *Increase funding of State Aid for Public Libraries for materials and programs available in the Commonwealth's public libraries to support both school readiness for Pre-K aged children and Science, Technology, Engineering and Math (STEM) literacy and learning among school age children.*

FY2017 \$2.5 million
FY2018 \$2.5 million

Recent state agency studies document that children and teens who attended summer reading programs performed better academically and experienced greater gains in their academic performance than their nonparticipating peers. Participants out-performed nonparticipants on tests across all measures and grades, kindergarten through 8. Furthermore, the effect of summer reading programs did not differ by gender, limited English proficiency status, or economically disadvantaged status.

Data from Virginia public libraries also show strong demand for and use of print and digital materials that extend STEM learning outside the classroom and support STEM-focused curriculums. These resources will help Virginia's public libraries provide the 21st century library materials needed by school programs focused on foundational literacy and STEM education throughout Virginia.

This funding also represents a modest step forward in restoring the viability and vitality of the State Aid program, which the Joint Legislative Audit and Review Commission (JLARC) found in 2001 to be an effective investment that leverages local spending and achieves cost efficiencies and economies of scale. State Aid to Public Libraries has been deeply cut over the past 15 years, declining by over \$5 million in constant dollars to a level last seen in FY 1999. State Aid now falls nearly \$12 million short of the calculated funding level set forth in section 42.1-48 of the Code of Virginia.

2. *Support the Library of Virginia.*

VLA supports the Library of Virginia's legislative and budgetary priorities and proposes that the General Assembly continue the work begun in fiscal 2013 to strengthen the financial foundation for Virginia's only public research library.

Approved by VLA Executive Committee xx,xx,xxxx
Approved by VLA Council xx,xx,xxxx

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Mount Vernon At Home™

Attachment 5

PHONE 703-303-4060
EMAIL info@mountvernonathome.org
INTERNET mountvernonathome.org
MAIL P.O. Box 7493
Alexandria, VA 22307-7493
TAX ID NO. 77-0693566

Officers

President, Richard Hart
Vice President, Teresa Dyer
Treasurer, Alan Gray
Secretary, Cheryl Terry

Executive Director

Barbara Sullivan

Board of Directors

Joanna Crane	Thomas Lawler
Theresa Dixon	Mary Peters
Julie Ellis	David Prescott
Alvin (Al) Glazier	Franki Roberts
Morrie Hoven	Eileen Spinella
Ross Hunt	Betsy Stephens
Paul Krizek	

E. Sam Clay III
Director, Fairfax County Public Library
12000 Government Center Pkwy, Suite 324
Fairfax, VA 22035

June 2, 2015

Dear Sam:

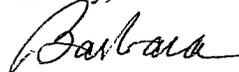
Sherwood Regional Library office space continues to meet our needs extremely well and has allowed us to expand the scope of our organization. We are now in our seventh (7) year of operation. We not only help our membership, but also are a viable resource to the Mount Vernon community for county services and information. We currently serve 138 member households which represents approximately 180 individual members.

Mount Vernon At Home has held multiple activities and educational opportunities for the residents of the Mount Vernon community. It has been our pleasure to work with the new branch manager, Linda Schlekau, and her team. They have been great supporters of our organization and we enjoy a strong working relationship with them. We are very happy with all the solutions for the second floor of the library, especially the new door windows.

Our current lease agreement, as set forth in the lease provision for the extension outlined in paragraph (2) of the Facility Short Term Use Agreement ("Agreement") dated October 22, 2009, is set to terminate on August 31. We would like to extend the term of the Agreement for another twelve (12) months if that is acceptable to the Library Board.

I look forward to hearing from you - please feel free to call or email me if you have any questions. Sorry to miss you at our annual gala, Celebrate! Hope you can make it next year! Thank you for your consideration. I want to thank the Library Board for the tremendous opportunity you have allowed us in the use of office space on the second floor of Sherwood Regional Library.

Sincerely,



Barbara Sullivan,
Executive Director

cc: Linda Schlekau, Sherwood Regional Library Branch Manager
Gerry Hyland, Mount Vernon Supervisor
Richard Hart, Mount Vernon At Home President

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Home Living Here Doing Business Visiting Departments & Agencies

Search Site: Go Advanced Search

Index

Contacts/Directions
News/Events

Related Links

Administration for Human Services
Fairfax-Falls Church Community Services Board
Fairfax County Public Schools
Family Services
Health Department
Homelessness, Office to Prevent and End
Housing and Community Development
Juvenile and Domestic Relations District Court
Neighborhood and Community Services
Office for Women & Domestic and Sexual Violence Services
Park Authority
Police Department
Services for Older Adults

Online Services

Our Government

News and Events

Maps, Facts & Stats

State & Federal

homepage > neighborhood and community services:

Free Summer Meals for Kids Program

Printer Friendly A A A Text Size Text Only

Approximately 20 percent of Fairfax County students receive free and reduced price meals during the school year. When the school year ends, so does the opportunity for consistent, nutritious meals for many of these students. The Free Summer Meals for Kids Program fills that need by providing nutritious meals to children ages 5 to 18 during the summer – because hunger doesn't take a summer vacation.

Service Dates, Meal Sites & Eligibility

June 22 to September 4, 2015

The Free Summer Meals for Kids Program provides free, healthy meals to children ages 5 to 18 at designated meal sites in Fairfax County. Sites provide breakfast and/or lunch as indicated (see lists of open and closed sites for details).

Sites are designated according to national guidelines as either "open" sites or "closed" sites.

- **Open sites** are established in areas where 50 percent or more of the students receive free or reduced price meals at school. At these locations, meals will be provided to all children without charge.
- **Closed sites** are designated in areas where less than 50 percent or more of the students receive free or reduced price meals at school. To be eligible to receive free meals at a residential or non-residential site, children must meet the income guidelines for reduced price meals in the National School Lunch Program. Children who are part of households that receive SNAP, or benefits under the Food Distribution Program on Indian Reservations (FDP1R), or Temporary Assistance to Needy Families (TANF) are automatically eligible to receive free meals.

Acceptance and participation requirements for the Program and all activities are the same for all regardless of race, color, national origin, sex, age or disability, and there will be no discrimination in the course of the meal service.

Related Links

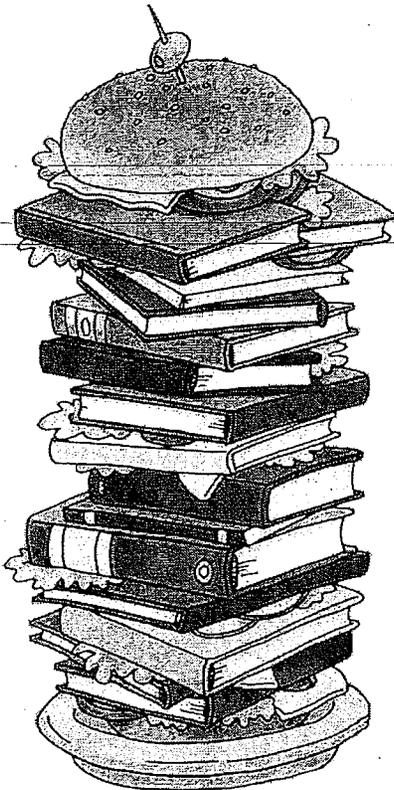
- How to Volunteer to Become a Meal Site / Application Form
- "Lunchtime" Infographic: Change in Eligibility for Free & Reduced Price Lunches in Fairfax County Between 2002 and 2014
- U.S. Department of Agriculture: Summer Food Service Program
- Fairfax County Public Schools to Participate in USDA Summer Food Service Program

###

Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. For more information, call 703-324-4600, TTY 711.

read VIRGINIA

- [birth to 5](#)
- [kids](#)
- [teens](#)
- [parents](#)
- [librarians](#)
- [find your local library](#)
- [suggested reading](#)
- [this year's theme](#)
- [about us](#)
- [contact us](#)



Summer Food Program

Lunch at the Library is keeping Virginia's kids healthy, fed, and engaged during the summer months when school is out. Summer meal programs help combat childhood hunger and obesity when school is out by providing free, healthy meals to children and teens. This will help ensure children and teens go back to school ready to engage in formal learning.

The Public Libraries in Virginia and Virginia Department of Health, are working with libraries across Virginia to offer summer meals and programming designed to provide nourishment and help prevent summer learning loss for children and teens. The project is modeled on the successful [California Lunch at the Library program](#).

Libraries are natural spaces for serving meals to children whose access to lunch disappears when school ends and summer begins. Libraries are community spaces in the heart of the neighborhood. They welcome all and they provide access, free of charge, to resources that support the community's lifelong needs. Furthermore, public library summer reading programs encourage and enable children and teens to set reading goals, engage them in activities

that extend the reading experience, and connect youth with librarians who can help guide their reading choices and become positive role models and adult influences in their lives.

By serving meals and offering complementary literacy programs during the summer, our program is feeding children during the summer and engaging families with their local public library: the one free community space that sustains democracy, levels the playing field, values the individual, nourishes creativity, opens young minds, builds community, supports families, builds technology skills, and offers sanctuary—all free of charge to the user.1 1. See

<<http://americanlibrariesmagazine.org/features/12212010/12-ways-libraries-are-good-country>>

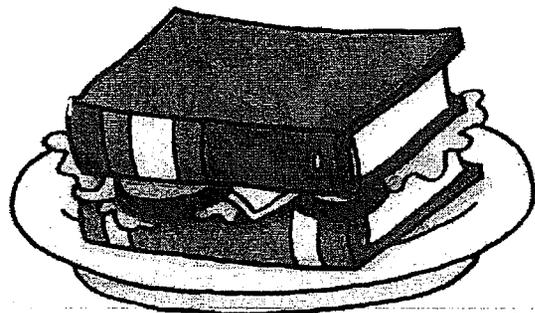
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Find a Summer Food Site

Families can also text 'FOOD' to 877-877 or call 1-866-3HUNGRY to find a site that serves free meals nearby.

Outreach materials from No Kid Hungry

You can help by sharing information about the summer food program with your community. This site includes flyers, sample press releases, social media posts, website images, and more.



Our Thanks To

Virginia Department of Health

No Kid Hungry

United State Department of Agriculture - Summer

Food Service Program

California Library Association

California Summer Meal Coalition

Why Hunger

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Fairfax County Public Library (FCPL) Renovation Process

Renovations and new construction of county facilities, including libraries, are often financed by the sale of bonds. County projects requiring financing are prioritized and brought to the voters for approval. Fairfax County has various agencies that facilitate and oversee renovations and renewals of buildings, including input from the user agency.

The Virginia Public Library Trustees Handbook (2005) is written as a guide for governing boards, but advisory boards can certainly gain from the advice provided. Fairfax County Public Library has a "Library Design Manual" to assist in the planning of a new or renovated library. This Design Manual lays out program areas, suggested size of spaces, features needed, etc. In addition, Fairfax County has guidelines for all projects including LEED features, types of systems used, security, etc. The operational needs of the library along with county guidelines drive the design of the spaces.

The Library Director and Administration are the primary contacts on building renovations. The library has a facilities coordinator that brings a wealth of knowledge about buildings and library needs. Input is sought from the branch manager, library staff, Friends groups and the library board/ Board of Supervisor member from that district. Community needs and demographics are analyzed along with data on circulation, collection, etc. All these stakeholders' suggestions and feedback are incorporated as appropriate and invaluable. Anticipating future needs is critical and building flexible spaces that can be altered as community needs change is a high priority, as a major renovation won't happen again for many, many years.

Capital Facilities staff works closely with Library Administration and the Branch Manager. The Branch Manager comes to all meetings, shares best practices and is the conduit from staff to the county. The Library Board member from that district is involved from the start, and may tour temporary sites and attend presentations on the plans, etc. The architect and contractor are selected by the county in a competitive process. The processes laid out in the Trustees Handbook are not as applicable in Fairfax County – for instance the Library Trustees don't hire, obtain financing or approve bid documents.

The library director keeps the LBOT updated in all steps along the way, schedules county staff to present the renovation process to the LBOT (last presentation April 9, 2014) and maintains an updated copy of the design manual.

————— VIRGINIA —————
PUBLIC LIBRARY TRUSTEE
————— HANDBOOK —————

IDA R. PATTON



THIRD EDITION
REVISED 2005

REVISED BY WAYNE MODLIN, PUBLIC LIBRARY CONSULTANT
LIBRARY DEVELOPMENT AND NETWORKING DIVISION

THE LIBRARY OF VIRGINIA
RICHMOND, VIRGINIA

FOREWORD

To Virginia Public Library Trustees:

The Library of Virginia recognizes the important role that public library trustees play in the development and improvement of library service in the commonwealth. More than 750 Virginians serve on the boards of our public libraries. Your commitment to providing access to high-quality library services for every Virginia resident is greatly valued.

Significant change has marked the years since *The Virginia Public Library Trustee Handbook* was published in 1999. New programs, amended laws, and advances in technology continue to affect the role of the public library and thus impact the trustee's responsibilities. *The Handbook* was written and compiled to help public library trustees carry out their responsibilities. It has been completely reviewed and updated (and in some cases newly written) to reflect changes since the last edition.

It is my hope that this *Handbook* will be helpful to you in order to understand better the important roles and responsibilities of public library trustees.



Nolan T. Yelich
Librarian of Virginia

INTRODUCTION

It has been six years since the *Virginia Public Library Trustee Handbook* was published. During this period there have been many changes in the commonwealth's community of public libraries: new and revised legislation, the establishment of libraries in unserved areas, intensified focus on networking and cooperation among libraries of all types, the issue of finding a balance between new information sources and traditional services, changes in library personnel, and, of course, many new trustees.

There has also been a perceptible and encouraging recognition that members of library boards of trustees want to gain a better understanding of their roles and responsibilities. Even the smallest library will often have complex issues to deal with, and trustees must have the knowledge and skills necessary to govern the library.

This handbook is designed to give boards of trustees basic information on the structure of library service in Virginia, with emphasis on their major areas of responsibility. It is intended to serve as a resource and guide to helping all trustees carry out their duties responsibly. Although it is written primarily for governing boards, it may be useful for advisory boards, Friends of the Library, elected officials, and library staffs as well.

We hope that the *Handbook* will answer questions for both new and experienced trustees and that it will stimulate discussion, further inquiry, and a renewed enthusiasm for the rewarding task of public library trusteeship.

PLANNING LIBRARY BUILDINGS

As trustees face the challenges of planning library services for the future, increased space and additional locations may become a major consideration. Governing boards must decide whether to build a new library, renovate or expand current facilities, or find an existing space to be converted into a library. Construction plans should be considered in the context of the total library plan. Trustees need to study service needs, explore alternatives, project funding, and establish priorities.

Most planning processes will lead to the identification of a probable date when new library space should be in operation.

While having a new building may be the best answer, it is not always the most practical and should be measured against other options: purchase of an existing building, lease of an existing building, remodeling of the library, addition to the library, or in some cases, addition of branches. Depending on the library and its services, the addition of a bookmobile or other outreach techniques may be considered in expansion plans.

Building Program

After the library has completed its community analysis, defined its long-term goals and objectives, and determined the need for additional space, a library building program is developed. The building program defines the specific needs of the library in both quantitative and qualitative terms. The building program should bring together the thinking of the library board, the library director, the library staff, and the community on the purpose, scope, and function of the library building program.

The building program should also stress that the building must be flexible and able to respond to future developments. Library functions and spaces should be able to expand and contract as needs develop or diminish. Existing and future technologies should be anticipated. Computerization, miniaturization, electronics, and other factors are already in play and will continue to develop. This has implications for the building's structure; its heating, ventilating, and air conditioning systems (HVAC); its power, lighting, electronic, and communications systems (PLEC), as well as the ergonomic needs in planning spaces and equipment.

Architect

The architect should be hired only after a library has completed these beginning steps of construction planning. The architect can then use the library building program in designing the building.

Architectural services are covered under professional services in the Virginia Public Procurement Act. Therefore, a Request for Proposal (RFP) is issued for services.

In hiring an architect, the library should solicit applications, rank them by preference, and then enter into negotiations with the top choice, conducting personal interviews with the person or firm that interests the library board. The past experience of the architect should be considered, as well as the architect's personal philosophy. Final fees should be discussed and agreement reached. If agreement cannot be reached with the first choice, the board then declares that is the case and enters negotiations with the next candidate.

Design of the Building

Once an architect is hired, the actual design of the building can proceed, along with final decisions on location, size, addition, or all new construction, etc. The general steps that will be followed are:

-
- preparation of schematic design
 - preparation of preliminary plans and design development
 - preparation of specifications and working drawings
 - advertising and receipt of bids for construction
 - bonding process
 - award of contracts
-
- actual construction
 - acceptance of performance
 - move to new building
-

Planning Responsibilities

Planning for Library Excellence (2000), should be consulted for building-related state standards and guidelines.

Trustees, staff members, consultants, architects, interior designers, city councils, county boards, jurisdictional staffs, regional planning departments, and community members all fit into the picture.

Trustees

- determine that a new building is needed
- provide leadership in the campaign to inform the community and secure necessary support for the project
- appoint a building committee and assign tasks
- select and hire library building consultant if necessary
- select and hire an architect
- obtain financing for the project
- select and purchase the site

- approve the written building program
- approve preliminary and final architectural plans
- solicit and approve bid documents
- approve all contracts and any change orders to the contract

Library Staff

The library director and staff actively participate in planning for construction projects by compiling information, surveys, and statistics; by helping to prepare a written building program; by preparing building applications and reports; and by maintaining project records. The library director must be a member of the building team for accomplishment of a functional plan to support the library program.

Library Building Consultant

The consultant is usually an experienced librarian who has participated in several building projects. The cost of a building consultant can usually be saved many times over in reductions in construction and operating costs. Working with board and staff the building consultant can provide any or all of the following services:

-
- survey the library's space needs
 - write the library building program
 - project a preliminary project budget
 - provide site analysis and recommendations
 - provide advice on funding options
 - provide assistance in selection of the architect
 - review all plans prepared by the architect and provide a written evaluation
 - review needs, specifications, and layout for shelving, furniture, and equipment
 - provide a final inspection of the facility

We're Set to Go. What's Next?

The board, with its planning completed, money in hand, and architecture in the final stages of plans, should follow this sequence:

- Review every nuance of the building plan. Decide what features can be optional (bid alternates) so that separate bids can be taken on these items.
- Review estimated costs so that the construction bids do not surprise.
- Follow all local ordinances and structures. Zoning and building codes should be checked as plans are made, but enlist the help of appropriate officials in the plan review and in recommending contractors to be asked to bid.

- Follow correct bidding procedures, legal and ethical. Allow time for bidders to estimate closely. Invite enough bidders so that there is a range.
- Analyze bids ruthlessly. Be sure you are getting what was specified with no unsuitable substitutes. Accept the bid that most closely meets specifications as well as offering good value.
- All bids too costly? You can call for new bids to an amended set of specifications. You can also rule out the optional features (bid alternatives) that did prove to be too much.
- Create a team of board, director, architect, and contractor to follow progress and to make regular reports.
- Expect some changes. Discoveries will be made about unexpected problems and opportunities. The contractor may suggest, for example, that a new tile may be less expensive and serve just as well as that specified. If so, that's a credit you can apply to something that will cost more (such as discovering poor soil on the site).
- Expect performance. This building is going to be a fixture in the community for a long time and should be properly and expertly built. Some boards find that the contractor has taken the job as a fill-in. Don't accept excuses!
- Watch the expenditure of funds in a professional manager. Payments should be made upon proper evidence, but promptly. If you need financial advice, seek it from a good mortgage banker or experienced purchaser of construction.
- Meet frequently during the building process. Meetings keep you in touch with progress, permit decisions on changes, and provide the material for ongoing public relations in the community.
- Plan for orderly occupation of the building, when it's ready, with festivities and community involvement. Allow plenty of time for moving in, completing the landscaping and other amenities, and then showing off the newest and best community asset.

Keep in the back of your mind how long it took to achieve this objective. Keep "need for expansion" in your planning process so that the next building will arrive when it is needed. There is nothing more satisfying than a new facility that enlarges the ability of the board to bring exciting services to an appreciative community.

QUESTIONS AND ANSWERS ABOUT BUILDINGS

Confirm the needs the building will serve and decide how to translate these into an actual plan:

1. Should the board use a building consultant?

In recent years, many librarians have specialized as building consultants, most often in determining space needs and layout for the purpose the board has envisioned. A consultant will look at the community data, consult with the librarian, staff, and board, and apply data to recommendations right down to location and size of a department in the building. Most consultants are not designers, but they provide guidance to the architect who must visualize the structure.

The Library of Virginia can provide a number of names of consultants for the board's consideration.

2. How does a board find an architect?

Boards can visit or review plans and pictures of other libraries for clues to architects who may be asked to be interviewed. There are some architects who specialize in libraries.

The board will need to be satisfied that the architect has a good understanding of the functions of libraries, will work closely with the board on designs reflecting what the board feels the community will enjoy, and will give good supervision with the contractor. Legal counsel should be sought on an appropriate contract.

Even architects experienced in library design need the guidance of specifications for use by the library: space for special purposes, the need for floor loads, extra power, access by the handicapped. Directors (and the consultant if used) will have noted the special needs of libraries for public and private areas, for loading, for staff use, and for expansion at a later date.

3. How does the board find a contractor?

Specifications by an architect will be submitted to contractors for bids. It is wise for the board to have the specifications include a number of options so that it can add or subtract as cost is known. Libraries that think ahead have often been able to get inexpensive future expansion space, for example, with the building. And the board should be prepared to settle for less luxurious features should costs mount.

The board should interview contractors if it wishes to pre-qualify them for the bidding. Often the municipality or county will have a list of those to whom it offers the bidding opportunity. Multiple bids are needed, but an overly long list may not add to the board's ability to make the decision. Low bid is one factor, probably the most important, but value and evidence of good work elsewhere are additional considerations.

4. Who supervises the building?

Usually the library director is the link from the board to the architect and builder and to the person who checks to be sure the library is meeting local ordinances and codes. The director and architect, and sometimes the builder, bring to the board decisions on changes as well as regular reports on progress. The board watches and asks questions. The project is a team effort, which may also involve local officials. The better the original plans and the more precise the specifications, the more likely that construction will run smoothly.

Most library boards, having weathered a building project, report that vigilance on the part of the board, watch-dogging by the architect, timely performance by the builder, and surveillance by the director kept the project on time and in good order. Most boards also report relief when the project was completed; building can be a trying time for all the people involved.

5. How does the library keep the public informed?

Especially on a visible building going up, there will be public interest in what's happening. Regular updating of press releases is indicated, and there are times during the process when special events can be held, such as groundbreaking, cornerstone laying (perhaps with a time capsule), setting the first brick, and topping off.

6. How should the board plan well in advance for use of the new facility?

Plan and announce, when it's safe to do so, an occupancy date when the public can see the building. If the community is to be involved in helping to move, set dates and procedures:

Withhold an open house until the library is really ready, complete with parking and landscaping. Make the ceremonies memorable; the date will be the library's birthday for many years.

7. When does the board begin thinking about future needs?

Ideally, the new space will meet needs for a long time—but not forever! Keep on the planning agenda some space for thinking about what comes next.

Most of these elements apply to planning of new space whether in a new building, an existing building, or a conversion.

CONSTRUCTION TIMETABLE

Trustees should understand that the planning process for library construction will require a substantial amount of effort by the board, the library director, and the staff. Planning normally takes approximately twenty-four months and delays must be anticipated.

Sample Timetable for a Building Project

February	Preliminary determination of a space need
March	Selection of a building program consultant if one is to be hired
May	Building program written
June	Site application completed
August	General and financial application (local funding commitment) completed
March	Architect's contract signed Title to site transferred
<hr/>	
April	Architect's schematic plans reviewed by trustees and director
May	Architect's design development plans reviewed by trustees and director
July	Architect's working drawings reviewed by trustees and director
August	Advertise for bids after approval of architect's final plans
October	Bids are publicly opened and contract awarded to lowest bidder meeting all requirements
November	Construction of library begins

Incident Report June 2015

Attachment 8

Branch	Type of Incident	Number of Incidents
FX	Parking Garage	1
GM	Substance Abuse *	1
RR	Customer in Distress *	1
SH	Customer Injured	1
	Wildlife *	1
TY	Parking Lot	1
	Customer Complaint	1
	Verbal Abuse	1
	Suspicious Activity *	1
GF	Building Emergency *	1
KP	Found Personal Property *	1
	Customer Injured	1
KN	Building Emergency *	6
	Theft of Library Materials	3
	Parking Lot	1
RB	Parking Lot *	1
TJ	Theft of Personal Property *	2
Total Incidents June 2015		25
Total Incidents FY2015		301

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

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INFORMATION ITEMS

Memorandum

July 1, 2015

To: Library Management Staff
From: Doug Miller, SP&CRS
Martha Sue Hess, SP&CRS
Subject: Monthly Statistical Snapshot, May 2015

Attached is the monthly statistical snapshot for May 2015.

- Circulation for FY2015 is 4% below FY2014 levels
- Library visits for FY2015 are 4% below FY2014 levels.
- Sunday May 24 – Regional libraries closed in observance of Memorial Day.
- Monday May 25 – All libraries closed in observance of Memorial Day.
- As noted in previous snapshots, the library has transitioned the signup for public Internet PCs from Pharos to SAM/Comprise. Beginning with the January snapshot the number of “Internet SignUps” formerly provided by Pharos, will be replaced by the number of “Internet Sessions” now provided by SAM. Since the new system is tracking usage differently, any comparison between previous Pharos data for “Internet Signups” and SAM data for “Internet Sessions” would be greatly dissimilar and highly misleading.
- Several branches experienced power outages, phone problems, and computer issues during the month.

Please call Strategic Planning and Customer Research Services if you have any questions.

Monthly Statistical Snapshot May 2015

Site	Circulation	
	May	% Change Cumulative FY14 - FY15
OVD	96,911	30%
RR	54,845	-9%
CH	46,946	-8%
PO	40,969	-6%
CE	37,638	-9%
GM	35,562	-11%
FX	35,130	-8%
PH	28,338	-9%
KP	28,026	-10%
TY	26,809	-11%
SH	24,445	-10%
DM	22,253	-9%
OK	20,114	-7%
BC	18,722	-9%
KN	17,210	-10%
RB	16,423	-8%
TJ	15,558	-11%
JM	12,460	-14%
HE	12,022	-9%
MW	11,871	-10%
LO	8,974	-15%
GF	8,552	-11%
WW	7,158	-2%
AS	7,130	-12%
FCPL	955,289	-4%

Site	Door Count	
	May	% Change Cumulative FY14 - FY15
FX	32,913	* -12%
RR	32,162	-5%
CH	28,023	* 2%
PO	26,202	* -3%
CE	24,519	-5%
GM	21,308	* -4%
SH	19,386	-6%
TY	19,164	-6%
KP	18,988	-5%
PH	17,591	-4%
RB	15,043	0%
DM	13,210	-5%
KN	12,097	-6%
BC	12,086	8%
HE	12,024	* 4%
OK	11,647	-6%
TJ	11,446	-6%
WW	11,324	21%
LO	9,862	2%
JM	9,210	-7%
GF	8,335	* -8%
MW	7,561	-7%
AS	662	-10%
FCPL	374,763	-4%

* Door Count is an estimate

Monthly Statistical Snapshot May 2015

	May		Year-to-date	
Customers				
Program Attendance	12,239		131,397	
Database Usage	82,015		1,140,829	
Collection:				
Check In / Check Out	598,676	933,085	7,118,555	11,134,260
In-house Use	71,931		918,509	
Transfers In / Out	9,761	9,761	124,188	143,577
Discards by Category:	13,345		149,276	
Damage	61%		66%	
Lease	13%		7%	
Inaccurate	12%		7%	
Low Demand	7%		7%	
Magazines	8%		13%	
Phone Renewal	8,381		100,934	
Community				
Early Literacy Outreach Office:				
Number	171		1,474	
Attendance	3404		27,799	
Technology				
Internet SignUps ¹	109,974		754,822	
WiFi Usage:				
Client Count	216,704		2,349,585	
Website:				
Visits	377,548		4,335,273	
Catalog Logins	794,910		8,900,264	
Web Renewals	309,684		3,547,124	

¹ With the changeover to SAM, the way FCPL tracks Internet usage has changed. Beginning with the January Statistical Snapshot, FCPL will track 'Internet sessions' which is the number of 30min periods where an individual was using a public Internet PC. Consequently, any comparison between Pharos Internet signups and SAM Internet Sessions would be misleading.

The Art of Weeding | Collection Management

lj.libraryjournal.com/2015/06/managing-libraries/the-art-of-weeding-collection-management/

Ian Chant



Getting rid of books can feel uncomfortable and look bad to community members, but careful weeding is key to the health of a collection.

There's an uncomfortable truth about library stacks that most librarians know but many don't like to admit: those shelves hold a lot of junk that has to make way for the new titles getting published every day. Considering the volume of material libraries deal with, and the span of time over which those titles have been acquired, it's not surprising.

Pulling that chaff from the collection can be time-consuming for librarians with no dearth of other projects needing their attention. Also, weeding—removing items from the collection—can seem counterintuitive. It's by and large a thankless task as well. Patrons don't walk in saying, "Thanks for getting rid of all of those books!" Some may even drag library staff over the coals, furious about what looks, to them, like useful books being destroyed or funds being wasted.

So why go to the trouble? Because in a library, just as in a garden, taking out unwanted items makes those left behind stand out. Circulation frequently rises after a weeding project, however counterintuitive that may seem: when people can browse the shelves (or the online catalog) without having to sift through older material they're not interested in, they're more likely to find something they are looking for—or something they didn't know they were looking for.

Meanwhile, freeing up physical space devoted to books that never leave the stacks makes more room to buy new materials that will circulate—and sometimes cash to do so, when weeded materials are resold. As more room is

devoted to shared resources other than materials, such as Maker spaces and community meeting rooms, space for collections may be contracting altogether—and that means clearing out books that don't circulate the way they used to (and maybe a few that never did).

Slow and steady

Holly Hibner, adult services coordinator at the Plymouth District Library, MI, and coauthor of the blog *Awful Library Books*, recommends thinking about weeding as a normal part of collection management rather than waiting to do it all at once. Taking a few minutes every day to look through the collection and pull titles that don't belong anymore can save library staff from having to undertake a major project.

"There's no reason to load up a cart with hundreds of items once a year when you can pull a few things here and there all year round," says Hibner.

Not letting weeding turn into a large effort can help prevent a lot of the headaches associated with it, says librarian Mary Kelly, who coauthored with Hibner the textbook *Making a Collection Count: A Holistic Approach to Library Collection Management* (Chandos). Major weeding programs can cause anxiety and misunderstanding among library staffers and community members alike.

Examples of libraries throwing out thousands of titles in one fell swoop, and losing a lot of public goodwill right along with those titles, are not hard to find. In the UK, the destruction of nearly a quarter of a million old, damaged, or irrelevant titles during the renovation of the Manchester Central Library was described by opponents as "morally reprehensible," according to an article in the *Guardian* last February.

Dumpster dismay

Also in February, Alameda County Library (ACL) in northern California came under fire when thousands of titles turned up in the dumpsters of its Fremont branch. "My stomach went into a knot," Fremont resident Dorothea Dorenz told a local CBS affiliate. After several months of negative publicity, the ACL Advisory Committee agreed to work with Discover Books, a for-profit company that will sell the weeded books through eBay and Amazon, with a portion of the sales going to the ACL Foundation.

Maybe the biggest shame of these controversies is that folks like Dorenz—who belongs to a group named Library Book Savers of Alameda County—have the best of intentions and the library's interests at heart. These advocate groups should be natural allies, but miscommunication can turn them into enemies. In Hennepin County, MN, the whistle-blower was an anonymous library employee who went to the press, telling KMSP-TV that "hundreds of thousands of perfectly good books" were being thrown into the library's recycling bins.

"Even if all the weeded books meet the weeding criteria, the sheer volume can get people worked up," says Hibner. "Large-scale weeding is what gets libraries into trouble and [is] where mistakes can happen. Going slowly and carefully is better for the collection and better for users."

Hibner says it can be helpful to keep a couple of noncontroversial titles on hand to illustrate why collections need pruning. "Hold up a copy of *How To Get More Fun Out of Smoking* (Ram, 1941)," she recommends, "and say, 'This is why we weed.'"

Necessary sacrifices

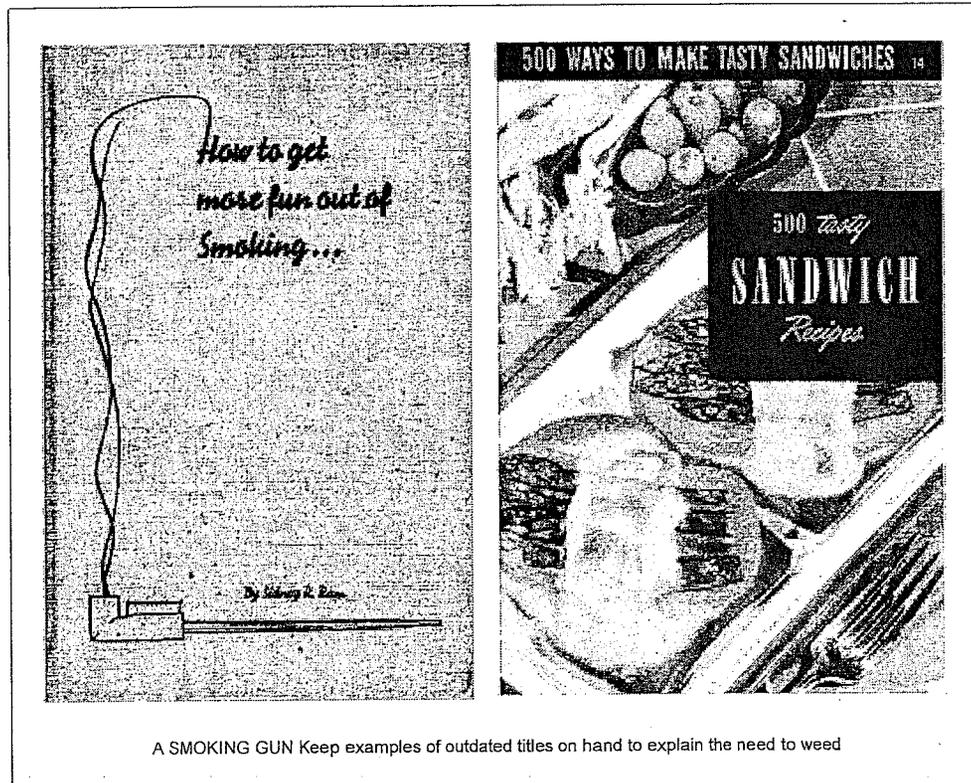
All the same, sometimes a huge cull of titles is necessary. At the University of Missouri, library director Jim Cogswell oversaw the destruction of nearly 190,000 titles from the collection after they had been damaged by mold in 2013 and were no longer fit for circulation. Even though more than twice as many titles were saved by cleaning since the problem was discovered, a faculty committee described the destruction of the damaged titles as an "egregious violation" of trust between the library and faculty members.

"We should have done better in saying that the only books that were going to be destroyed were duplicates," Cogswell told local paper *Lee's Summit Journal*. "But I make no apologies for the outcome."

Renovations or moves to a new location, or simply a change of policy can also trigger larger deaccession projects.

When a lot of titles need to be weeded at once, communication is key. Being transparent about the decisions being made and the thought process behind them—and getting ahead of the

story—can help prevent a library's otherwise supportive public from becoming upset when a number of books need to go.



A SMOKING GUN Keep examples of outdated titles on hand to explain the need to weed

Even in the course of regular weeding, transparency and openness are important, says Mindy Reed, managing librarian at Recycled Reads in Austin, TX, and a 2015 *LJ Mover & Shaker*. Recycled Reads operates a retail space that sells and recycles books discarded from the Austin Public Library's 23 branches, upward of 60,000 books every month.

"We're totally transparent. If someone wants to come in the back to use the restroom, they will see us sorting books," says Reed. More formal tours are available, too, of course, as a way of opening the process and winning trust in the community.

"We've built credibility, but that takes time," Reed says. "It can't be just a matter of 'Trust me, I know what I'm doing, don't look in that bin.'"

Weeding by numbers

What makes a book a good candidate for weeding? How much use a book sees is obviously a major factor. Running an integrated library system (ILS) usage report can return an objective list of titles that can safely be culled to make space in the stacks for new blood. For those whose libraries subscribe, specific collection analytics software, such as Baker & Taylor's Collection HQ, DecisionCenter by Innovative Interfaces, and on the academic side Intota Assessment can take the library's data and turn it into user-friendly weeding and branch distribution reports.

However, even the most accurate algorithm's list can benefit from a double check from a trained librarian's eye, as certain titles (classics, local interest, backlist for authors about to release a new title after a long hiatus) may be worth keeping on the shelves in spite of low-traffic track records—especially if yours is the only library in your consortium or interlibrary loan pool to retain a copy.

Spending time in the stacks with the titles is a must. It's also a great way to get, and stay, familiar with the collection—good, bad, and ugly. Making a habit of roaming regularly will make sure a librarian always has a feel for what's on the

shelves. "You can't make weeding decisions based solely off of paper. Things circulate that shouldn't. Things don't circulate that should," Hibner says. "Old things should be considered on an individual basis, not weeded simply because they are old."

Aging out

Age is a factor to consider in weeding, though. That's especially true for subjects in which staying current is important, such as law, medicine, or technology. When patrons see titles on how to make the most of Windows XP, they may question the reliability not only of that book but the institution that loans it. Out-of-date works can be worse than simply embarrassing, however. They can keep information that's been proven incorrect, or even harmful, in circulation.

Jennifer LaGarde, educator on loan for the North Carolina Department of Public Instruction and a 2012 *LJ* Mover & Shaker, recalls a title she came across while thinning out a reference section during her first year as a school librarian. The book stated confidently that "scientists do not believe HIV is transmitted through sexual content."

"I ended up giving that book to a science teacher who wanted to use it as a tool when discussing the learning curve associated with contagious diseases. In that situation, that book was an awesome resource," LaGarde wrote on her blog. "But on a library shelf, it's like a loaded gun. That kind of misinformation can do serious harm."

Condition matters as well. Even if a title is relatively new, if it's a hot read that is showing signs of its heavy use, it could be time to take a book out of circulation—and order a replacement copy.

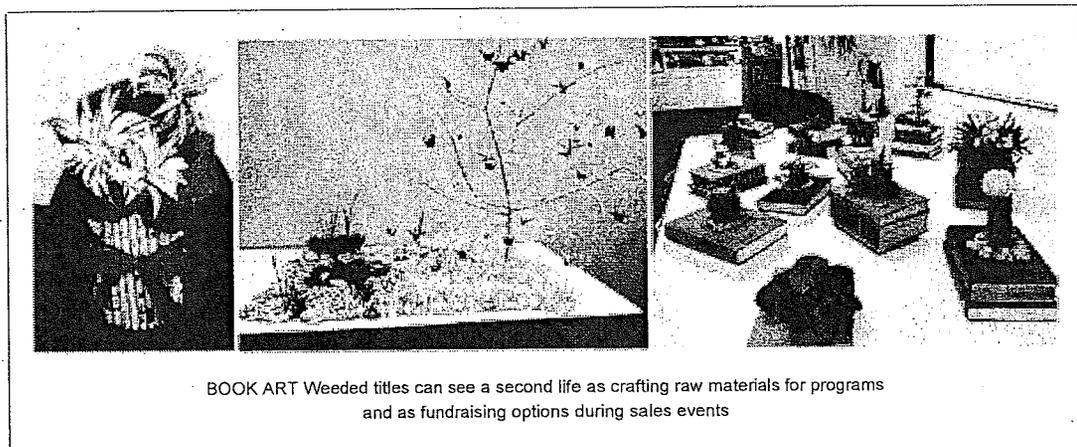
Not every library will need the same kind of weeding. For instance, in school libraries, out-of-date materials can be even more of a problem for students who need the most current information as they prepare for reports, papers, and tests. Academic libraries and special collections such as film and music archives will also need weeding attention, though the criteria may be different.

In a university setting, for instance, physical archives of journals and other publications that students have access to online may be taking up space that could be used more effectively. "Stacks and stacks of bound periodicals generally do not make sense anymore [for] the off chance a student might browse the section," Carroll University, Waukesha, WI, reference and instruction librarian Joe Hardenbrook wrote on his blog, Mr. Library Dude. Duplicate print material, he says, "can't compete—nor should it—with 24/7 perpetual access to resources such as JSTOR—available from the library website from anywhere in the world." On the other hand, history students may need access to out-of-date material for the insight it brings to the mind-set current at the time it was published.

Where to?

Once weeded titles are off of the shelves, the question remains: What we do with them? Tossing books into dumpsters can rile up the public and cause ill will among patrons

and civic leaders, as discussed above. Friends of the Library groups can be a great resource, stepping up to run that tried-and-true event, the library book sale.



BOOK ART Weeded titles can see a second life as crafting raw materials for programs and as fundraising options during sales events

"A friend calls weeding 'selecting for the book sale,' and I think that's one of the most brilliant things I've ever heard," says Hibner. "It's a positive message."

Other services, such as online bookseller Better World Books, will buy loads of titles in bulk and sell them on commission. Titles that don't sell are an opportunity to get creative as well, as books can be upcycled into creative furniture or works of art for your branch, as well as raw materials for book art crafting programs. That's something that Reed, her staff, and volunteers at Recycled Reads are becoming proficient at out of necessity.

"When I first got this opportunity, I had this idea of a bookstore like Meg Ryan's in [the movie] *You've Got Mail*," she recalls, a cute little space filled with great books and knowledgeable staff helping people find the titles they love. "Then [we] started getting dropoffs [donations], and it became very clear very quickly that if we couldn't do something with the books we couldn't sell, we weren't going to last more than a few months."

The retail space just celebrated its sixth anniversary, and while many titles that can't be saved are recycled into pulp, others get a new lease on life as artwork. From used book piñatas to crafty collaborations with Austin's Maker community, the Recycled Reads crew are always looking for ways to repurpose titles they can't sell. Lately, they have been experimenting with a growing business turning discarded books into custom-designed table centerpieces for corporate dinners, charity lunches, and similar events—they're even considering branching out into wedding decor in the near future.

Digital discards

Even items that don't take up physical space still need weeding attention. When readers browse ebook collections, they don't want to have to sift through titles that no one checks out. After the hype around a newly released title fades, a library can stop paying for multiple digital copies as demand trails off.

"Materials can get lost in a vast digital collection just as they can in a large library. Easy accessibility in the key," says Ashley Eklof, head librarian at Bibliotech, San Antonio's bookless, all-digital public library. "This is why I weed—it's certainly not because of lack of space."

Eklof reports that the process of weeding an all-digital collection is different. When the license on a title expires, Eklof reviews the usage it has seen over the two years Bibliotech has been open—or in the case of a title that expired after reaching a download threshold, how long it took to hit that mark. Then she analyzes how many copies of the title she purchased initially and either downsizes the number of copies or weeds it altogether. (In an academic setting, where the rising price of journals is claiming an increasing share of library budgets, cost per circulation is an essential weeding metric, along with impact factor and a variety of alternative considerations.)

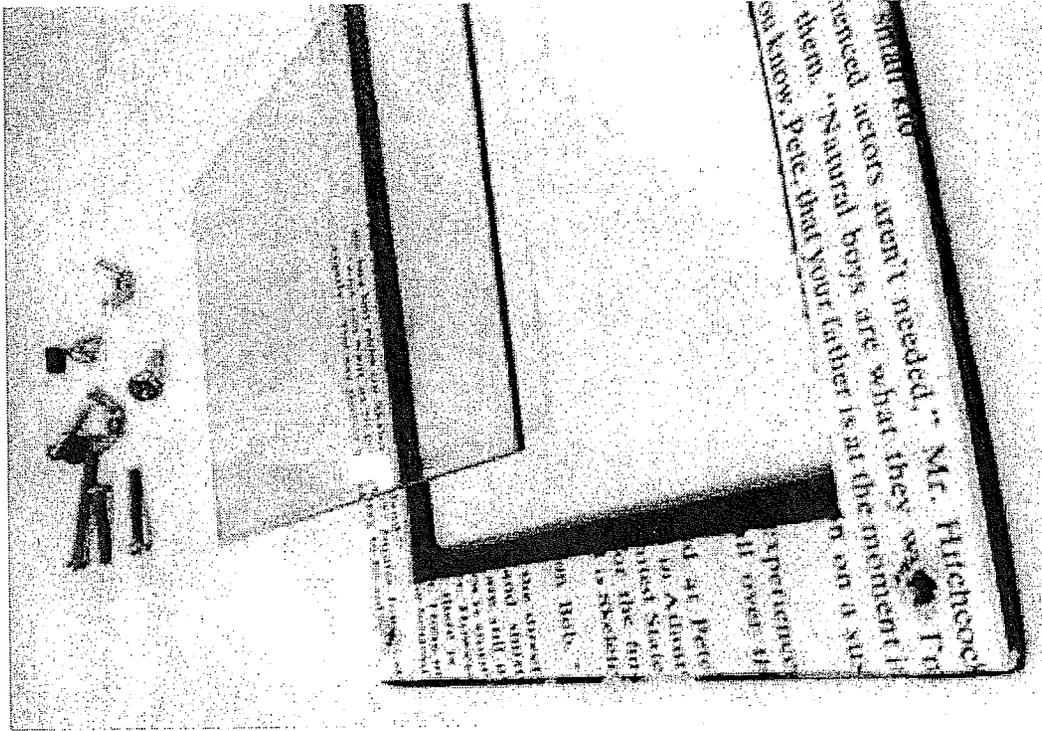
Of course, there are a few titles that will always have a place on Eklof's shelves. "Classics, for example, are often a one-time purchase," says Eklof, citing books by Dickens, Steinbeck, and Austen as examples. "It is great to have this core collection of materials that I don't have to worry about...expiring."

Collection DNR

Since perpetual licenses can be pricey, Eklof and her staff have to be judicious in forming the core of the collection. And that judiciousness, says Mindy Reed, is a lesson all libraries can take to the bank. After all, weeding can be a much easier task if it's a consideration in the collection management process from the day a book arrives. When ordering material, having an end-of-life plan for it is essential, especially for content like encyclopedia sets and other reference titles that take up lots of shelf space—and, in the age of digital databases, may be out of date by the time they arrive.

For Reed, success at Recycled Reads will be marked by having fewer and fewer titles come through the shelves. "That's how we'll know we've really thought through how we're managing a collection through its whole life cycle," she says.

Picture This



Not sure where to start with upcycling your weeded titles? Austin Public Library, TX, holds monthly craft nights called *Upcycle This*. Below, we reproduce, with permission, one of its upcycling projects for weeded books, how to make a book cover picture frame.

Supplies

- Book cover (preferably with illustrations on the inside)
- Box cutter
- Glass from a picture frame
- Hammer and nail
- 2 Screws (1")
- 2 Screws (2")
- Wingnuts
- Cardboard
- Book pages
- Glue

Step 1

Decide how big you want the window to your frame to be, and whether you want to display an illustration from inside the back cover. Use a box cutter to cut out the window.

Step 2

On the back side of the front cover, construct a mat to hold the glass in place. Cut your cardboard to the size of the book cover, cutting out a space for the glass. Make sure the cardboard is about the same thickness as the glass. Cover the cardboard mat with pages from the book. Glue the mat to the inside of the front book cover.

Step 3

Measure where screw holes should be located to hold front and back covers together. Drill these holes or hammer a nail through the covers.

Step 4

Stack the front book cover, glass, artwork, and back book cover together and insert screws, tightening the wingnuts in the back.

The Washington Post

Maryland Politics

Straddling the digital and print ages, new Silver Spring Library opens

By Bill Turque and Elizabeth Koh June 20

Fourteen-year-old Oumou Diop lost her old book hangout when the Borders in downtown Silver Spring closed in 2011. She's been through her collection at home many times.

"I'm looking forward to something new to read," Diop said as she waited Saturday with her mother and sister for the doors of the new Silver Spring Library to open.

About 500 people turned out for a first look at the striking five-story, \$64 million work of cantilevered glass and stone that juts out over the corner of Fenton Street and Wayne Avenue like the bow of a ship.

For library lovers, Saturday's ribbon cutting was a proclamation of recovery — from the recession-era spending cuts that plagued systems in Montgomery County and across the country. County leaders hope that the new building, located in the urban core of a rapidly diversifying Maryland suburb, will be a gateway of opportunity for the low-income and immigrant communities mixed among enclaves of astonishing wealth.

It was built to straddle the digital and print ages, embracing the former without forsaking the latter. All the 21st-century stuff is there: charging stations, media labs, 3-D printers and an Apple Store-style tech bar where staff will offer help and lend iPads. But there are also 100,000 print volumes, officials say, twice the number available at the old Silver Spring library on Colesville Road, which closed in March after 58 years. Community members made it clear they were not ready to give up on books.

"They wanted tradition mixed with the future," Montgomery library director Parker Hamilton said.

[Hard times spur libraries to shelve services]

Like cafes and parks, libraries have become an essential "third place," that spot away from home and work where people can meet, do business or simply take the lonely edge off of modern life.

The new facility is filled with formal conference rooms and casual gathering spaces. The first two floors have been set aside for use by to-be-determined nonprofit and community organizations.

“It’s not just a place to come check out a book. It’s a community focal point,” said Montgomery general services director David Dise, the lead official on all major county construction jobs. He calls the building “iconic.”

The story of the library is a much happier one for Dise to discuss than his other big project just a few blocks up Wayne Avenue, where the Silver Spring Transit Center is finally lurching toward completion, four years late and tens of millions of dollars over budget.

Long-running transportation issues also linger around the library, which was designed to accommodate the proposed Purple Line light rail linking Bethesda and New Carrollton. One of the two planned Silver Spring stations would run directly past the library’s main entrance, through a plaza located behind the dramatic glass facade on Fenton Street. Much of the building’s basic design was predicated on accommodating the rail line, according to architect Bill Evans of the Lukmire Partnership.

Maryland Gov. Larry Hogan (R) is supposed to decide whether to shelve the project by the end of this month. For it to survive, he says, the \$2.4 billion price tag must come down.

[Will ideology dictate Hogan’s Purple Line decision?]

For the moment, the plaza is decorated with ornamental rocks and wooden pathways. Markings show where the eastbound and westbound tracks would run.

With or without the light rail, “this can remain a nice plaza,” Dise said.

Saturday’s opening reflects a better day for public library systems in the region and around the country, many of which took deep cuts during the recession. Funding has “stabilized,” according to the federal Institute of Museums and Library Services, which supports and monitors library agencies.

Montgomery’s 21-branch system had budgets cut by nearly one-third from 2009 to 2012, resulting in winnowed staff, smaller collections and fewer hours. But last year, newly renovated libraries in Olney and Gaithersburg came back on line. The department’s \$40.2 million appropriation for the fiscal year that begins July 1 is just about back to pre-recession levels.

In the District, library spending has also surged, with plans for new or renovated facilities in Cleveland Park, the West End and Woodridge in the pipeline, along with a remade Martin Luther King Jr. Memorial Library downtown. Spending in Fairfax and Prince George's counties remains stagnant.

Montgomery elected officials took turns offering their testimonials. County Council President George L. Leventhal (D-At Large) said it was "the result of government working together and getting things done." Council member Nancy Floreen (D-At Large) called it a "great day for the county." State Sen. Jamie B. Raskin (D-Montgomery), a candidate for Congress in the 8th District, proclaimed it the "most beautiful library in the world."

Patrons streaming through the main Fenton Street entrance came to an escalator pavilion and Kefa Cafe, a small outpost of the popular Bonifant Street coffee shop.

The three library floors are industrial-modern in terms of decor, with lots of exposed ductwork, raw concrete and floor-to-ceiling windows. The third-floor entry area has a help desk, automated self-checkout machines and an area with technology for disabled users. The fourth floor houses most of the adult fiction and nonfiction, along with a periodicals reading room.

The top floor is for kids, with an activity room and an early-childhood learning center. When inspectors raised concerns that youngsters might bump their heads on exposed structural beams that run ceiling to floor, workers padded them with a multicolored array of pool noodles.

Amy Kalfus, pushing her daughter, Emma, 3, and son, Ryan, 1, in a bright red stroller outside, said she is drawn to the library by childhood memories of her own family's weekly visits.

"It was part of our weekend routine, and I look forward to continuing that with my kids," she said.

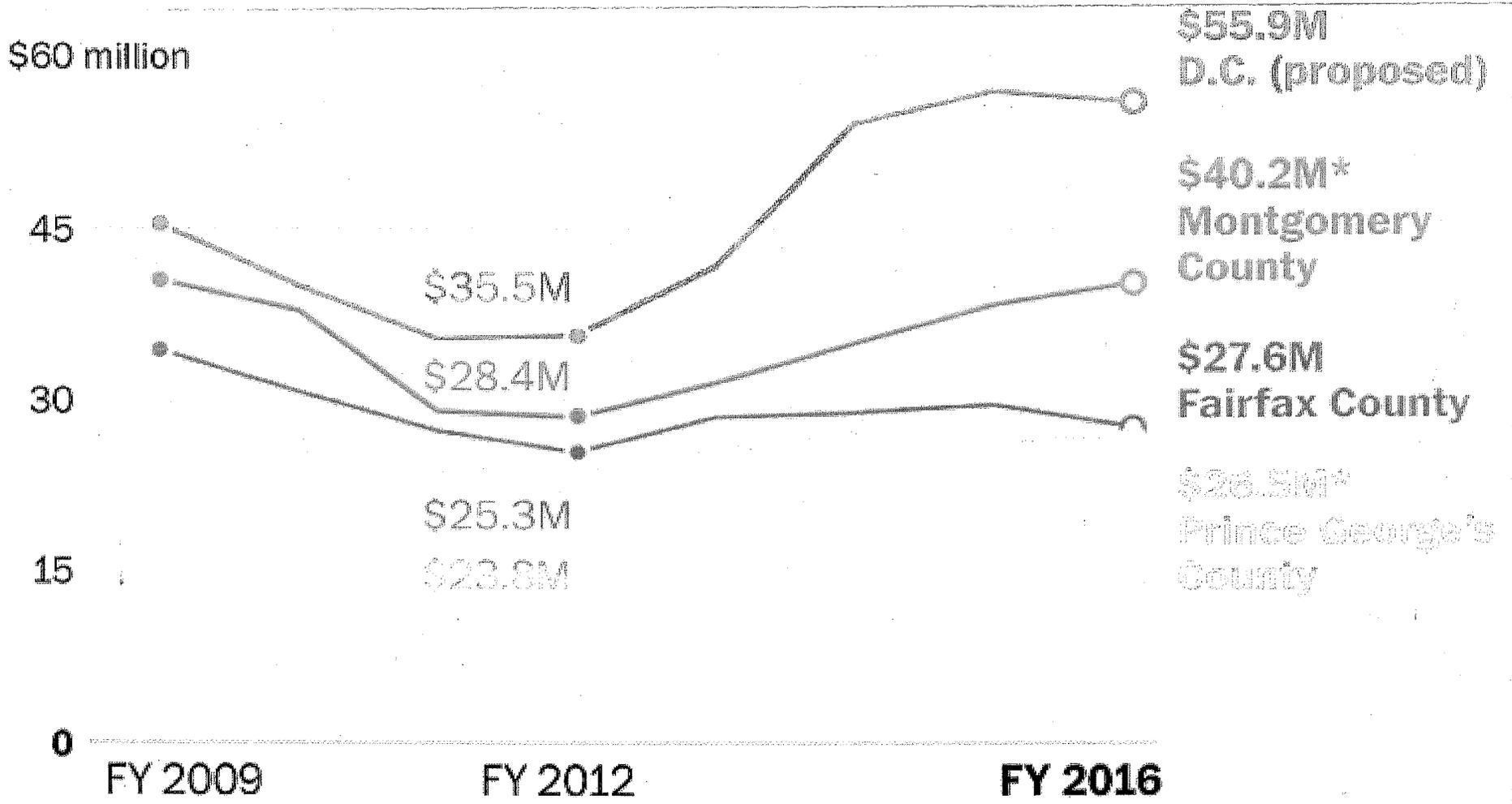
Officials said the library is also open to downtown Silver Spring's small but omnipresent homeless population, which frequented the old Colesville Road building. The subject turned into an awkward exchange during a tour of the library Friday morning for members of news organizations.

Dise said the exterior plaza would be "routinely patrolled and monitored" by red-shirted county employees who walk the downtown streets and garages, assisting visitors and making sure that the area is clean and safe. He also said that construction workers had installed bright lights in the alleyway behind the library "so it is not a place for people to hang out."

After Dise added that the county would break ground in August on Progress Place, a new and larger Silver Spring homeless facility that he described as “very needed,” library director Hamilton jumped in to reassure reporters that the library would be open to the homeless, just as it would be to other patrons.

Bill Turque, who covers Montgomery County government and politics, has spent more than thirty years as a reporter and editor for The Washington Post, Newsweek, the Dallas Times Herald and The Kansas City Star.

Elizabeth Koh reports on local politics for The Washington Post.



*Effective July 1.

Sources: County public libraries

THE WASHINGTON POST

HANDOUTS

New Procedure for Locating Holds Begins Sept. 1, 2015

The label will be changed for all materials on hold for pickup by customers beginning September 1.

For confidentiality purposes, the holds label will no longer list your full name. Instead, the label will list your initials followed by the last seven digits of your library card number.

For example:

**John Smith's library card number is
22769390012345**

His label will read: **SJ0012345**

All else about the process will remain the same:

- The materials will be filed alphabetically by last and then first initial;
- You can still find your materials on your branch's holds shelves;
- You can still use self-check computers to check out your books as long as you have your library card.

For more details or help finding your holds, please talk to library staff.



 Fairfax County Public
Library
We're everywhere you are

Fairfax County Public Library
12000 Government Center Parkway
Suite 324
Fairfax, VA 22035
www.fairfaxcounty.gov/library



A Fairfax County, Va.,
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July 2015

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



FOR IMMEDIATE RELEASE

June 22, 2015

FCPS to Participate in USDA Summer Food Service Program

Fairfax County Public Schools (FCPS) will participate in the U.S. Department of Agriculture's (USDA) summer food service program for children, a program established to ensure that students who qualify for free and reduced-price meals during the school year continue to receive nutritious meals when school is not in session. Free meals that meet federal nutrition guidelines will be provided to children at approved sites throughout Fairfax County.

Meals will be provided to all children without charge. Acceptance and participation requirements for the program and all activities are the same for every child regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, gender identity, or marital or family status, and there will be no discrimination in the course of the meal service. Meals may be provided, pending qualification, at the sites and times listed as follows:

School Site	Dates	Breakfast	Lunch
Annandale Terrace ES	June 29-Aug. 7	9-9:30 a.m.	Noon-12:30 p.m.
Bailey's (Lower) ES	June 29-Aug. 7	9-10 a.m.	Noon-1:30 p.m.
Beech Tree ES	July 13-31	9-10 a.m.	11-noon
Bren Mar Park ES	July 13-31	8-8:30 a.m.	11:15 a.m.-12:15 p.m.
Brookfield ES	June 29-Aug. 7	8:30-9:30 a.m.	Noon-12:30 p.m.
Bucknell ES	June 29-Aug. 7	8:45-9:30 a.m.	11:30 a.m.-12:30 p.m.
Burke School	July 13-31	N/A	11:30 a.m.-noon
Clearview ES	July 6-31	8:30-9:45 a.m.	Noon-12:45 p.m.
Crestwood ES	July 13-31	9:15-9:45 a.m.	Noon-12:45 p.m.
Dogwood ES	June 29-Aug. 7	8-9:30 a.m.	11 a.m.-12:30 p.m.
Forest Edge ES	July 6-31	9-9:45 a.m.	Noon-12:45 p.m.
Forestdale ES	July 13-31	8-9 a.m.	10:30 a.m.-noon
Garfield ES	June 29-Aug. 7	8:30-9:30 a.m.	11:30 a.m.-12:30 p.m.
Glasgow MS	July 13-31	7:15-7:30 a.m.	11-11:30 a.m.
Glen Forest ES*	June 29-Aug. 7	8:30-9:30 a.m.	11:30 a.m.-12:30 p.m.
Graham Road ES	June 29-Aug. 7	9-9:45 a.m.	Noon-1:25 p.m.
Groveton ES	July 13-31	8:30-9:30 a.m.	11 a.m.-noon
Hemdon ES	June 29-Aug. 7	9-9:30 a.m.	Noon-12:30 p.m.
Hollin Meadows ES	July 6-31	8-9 a.m.	11 a.m.-12:30 p.m.
Holmes MS	July 13-Aug. 7	8:30-10 a.m.	11:45 a.m.-12:30 p.m.
Hughes MS	June 29-July 30	8-8:30 a.m.	11:30 a.m.-noon
Hunters Woods ES	July 13-31	9-9:20 a.m.	11-11:30 a.m.
Hutchison ES	June 29-Aug. 7	9-9:30 a.m.	Noon-12:30 p.m.
Hybla Valley ES	June 29-Aug. 7	9-9:30 a.m.	Noon-1 p.m.
Key MS	July 6-Aug. 6	8-10:30 a.m.	11:30 a.m.-1 p.m.
Jackson MS	June 29-July 31	8-9:45 a.m.	11:30 a.m.-12:30 p.m.
London Towne ES	July 13-31	8-8:30 a.m.	11 a.m.-noon
Lynbrook ES	June 29-Aug. 7	8-9:30 a.m.	11:15 a.m.-12:30 p.m.
Mason Crest ES	July 6-31	9:15-9:45 a.m.	11:30 a.m.-12:45 p.m.
Mount Eagle ES	June 29-Aug. 7	8-9:30 a.m.	Noon-12:30 p.m.
Mount Vernon HS	June 29-Aug. 4	7:45-8 a.m.	11 a.m.-12:10 p.m.
Mount Vernon Woods ES	June 29-Aug. 7	9-9:30 a.m.	Noon-12:30 p.m.
Parklawn ES	July 13-31	9:30-9:45 a.m.	Noon-12:45 p.m.
Pine Springs ES	July 6-31	9:30-10 a.m.	11:30 a.m.-12:45 p.m.
Poe MS	July 6-31	8-8:30 a.m.	11:30 a.m.-noon
Riverside ES	July 13-31	8:30-9 a.m. and 1:30-1:45 p.m.	11 a.m.-noon
Sleepy Hollow ES	June 29-Aug. 7	8:45-9:30 a.m.	11:15 a.m.-12:30 p.m.
South Lakes HS	July 13-31	9-9:30 a.m.	11:30 a.m.-noon
Timber Lane ES	July 13-31	8:30-8:45 a.m.	Noon-12:30 p.m.
Washington Mill ES	July 13-31	8:15-8:45 a.m.	Noon-12:30 p.m.
Weyanoke ES	July 13-31	8:30-8:50 a.m.	11:45 a.m.-12:15 p.m.
Whitman MS	July 6-31	8:30-9 a.m.	11 a.m.-noon
Woodburn ES	July 13-31	8:30-9 a.m.	11:30 a.m.-noon
Woodley Hills ES	June 29-Aug. 7	9-9:30 a.m.	Noon-12:30 p.m.

*Limited meals available

Some school sites are subject to change, pending approval from the Virginia Department of Health.

