



# 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: April 13, 2016

## LIBRARY BOARD OF TRUSTEES MEETING AGENDA

**SPECIAL PRESENTATION: Star Volunteer Awards**

**SPECIAL PRESENTATION: Reston Town Center North Update**

### I. PUBLIC COMMENT

1. Deb Smith-Cohen, FCPLEA President

### II. MINUTES – March 2016

### III. CHAIR'S REPORT

- A. Opening Remarks

### IV. COMMITTEE REPORTS

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

### V. DIRECTOR'S REPORT

- A. Executive Summary
  1. State Aid for Libraries
  2. Renovation Update

### VI. CONSIDERATION ITEM

- A. Reston Town Center North – Attachment 1
- B. Staff Day, September 9, 2016 – Attachment 2

### VII. ACTION ITEM - None

### VIII. ROUNDTABLE

### INFORMATION ITEMS

- A. Monthly Statistical Snapshot, March 2016
- B. Incident Report, March 2016
- C. FY 2016 State Aid for Libraries and FY 2017 Estimate
- D. Organization Chart

Fairfax County Public Library Board of Trustees

CONSIDERATION ITEM

April 13, 2016

ISSUE: Future Reston Regional Library, Library Design Manual and Temporary Library Requirements

RECOMMENDATION: After the Fairfax County Public Library Board of Trustees has considered the background information presented by Building Design and Construction staff, the Board of Trustees will confirm the size of both the new and temporary spaces for the Reston Regional Library, and use of the Fairfax County Library Design Manual. Following the Board's approval at the May 2016 meeting, the information will be presented in a 2016 Request for Proposals for the Reston Town Center North project.

BACKGROUND: Fairfax County's Comprehensive Plan provides guidance related to library size and location. The Fairfax County Library Design Manual provides guidelines to help streamline and aid the design process by establishing design criteria and standards for many building features. As defined in the Comprehensive Plan, a regional library in Fairfax County falls into the range of 25,000 – 39,000 square feet. Each library and renovation is designed with input from library staff, library administration and numerous county agencies. In addition, best practices, input from the community, current trends and adaptability for future needs are considered at the design level. When possible, locating a temporary library facility in the same general service area is ideal. Temporary libraries vary in size depending on availability of lease space, pricing, etc. and are generally 2,500 – 5,000 square feet.

Fairfax County Public Library Board of Trustees

CONSIDERATION ITEM

April 13, 2016

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

RECOMMENDATION: It is recommended that Staff Day be scheduled for Friday, September 9, 2016, and that the branches be closed to the public for the entire day.

BACKGROUND: Fairfax County Public Library conducted the most recent successful Staff Day on October 2, 2014. For the 2016 Staff Day, a planning committee led by the Staff Development Manager will be assembled to include staff from all levels of the organization. The focus of the full-day program will be speakers and training programs that will enhance attendees' professional development. All staff will be encouraged to attend the day's events to be held at the Government Center.

Library Administration requests that branches be closed for the day on Friday September 9, 2016 so that all staff have the opportunity to participate and maximize the benefit of the planned programs.

# INFORMATION ITEMS

# Memorandum

April 7, 2016

To: Library Management Staff  
From: Doug Miller, SP&CRS  
Martha Sue Hess, SP&CRS  
Subject: Monthly Statistical Snapshot, March 2016

Attached is the monthly statistical snapshot for March 2016.

- Tuesday March 1 voting raised the door count in those libraries that are also used as polling places.
- Sunday March 27 all libraries were closed in observance of Easter.
- Circulation for FY2016 is less than 1% above FY2015 levels.
- Library visits for FY2016 are 2% below FY2015 levels.
- 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 March 2016

Site	Circulation	
	March	% Change Cumulative FY15 - FY16
OVD	120,501	42%
RR	57,754	0%
CH	50,072	-2%
KP	46,782	37%
CE	39,181	-4%
FX	38,747	1%
GM	38,521	-7%
BC	36,317	61%
PH	34,866	4%
DM	34,191	9%
RB	25,733	23%
SH	25,026	-6%
OK	23,233	1%
KN	19,300	4%
TJ	18,287	-2%
HE	14,925	-4%
MW	14,330	2%
JM	13,143	-4%
LO	9,944	-3%
GF	9,671	-9%
WW	6,989	136%
AD/AS	2,238	4%
TY	1,343	N/A
PO		
<b>FCPL</b>	<b>992,829</b>	<b>0.4%</b>

Site	Door Count	
	March	% Change Cumulative FY15 - FY16
KP	39,452	91%
FX	38,063	* -11%
RR	34,586	-2%
GM	28,551	-8%
CH	25,958	-10%
CE	25,682	* -5%
DM	23,643	11%
SH	21,496	* -6%
BC	21,483	42%
RB	19,968	* 12%
PH	18,519	-1.1%
HE	16,553	11%
KN	14,935	4%
WW	13,069	172%
OK	12,719	1%
TJ	12,309	* -2%
GF	10,391	-7%
LO	10,066	* -5%
JM	9,971	-3%
MW	8,889	* -6%
TY	1,159	N/A
AS	930	-7%
PO		
<b>FCPL</b>	<b>408,392</b>	<b>-2%</b>

\* Door Count is an estimate

## Monthly Statistical Snapshot March 2016

	March		Year-to-date	
<b>Customers</b>				
Program Attendance *	12,798		115,045	
Database Usage *	1,305,021		9,894,633	
Collection:				
Check In / Check Out	615,271	561,570	5,729,287	5,171,308
In-house Use	72,233		706,210	
Transfers In / Out	9,264	9,264	111,202	111,202
Discards by Category:	24,800		212,112	
Damage	73%		66%	
Lease	5%		6%	
Inaccurate	7%		9%	
Low Demand	10%		11%	
Magazines	4%		8%	
Phone Renewal	7,375		76,599	
<b>Community</b>				
Early Literacy Outreach Office:				
Number	157		1,159	
Attendance	3,097		22,373	
<b>Technology</b>				
Internet Sessions	119,881		1,015,999	
WiFi Usage:				
Client Count	234,132		1,985,670	
Website:				
Visits	382,582		3,546,268	
Catalog Logins	1,016,182		6,377,549	
Remote Renewals	310,758		2,867,816	

\* Figures for February are estimates, data not available at time of printing

## Incident Report March 2016

Branch	Type of Incident	Number of Incidents	Brief Description
CE	Vandalism *	1	Graffiti on exterior wall.
CH	Sexual Misconduct	1	Customer reported her daughter was inappropriately 'touched' by a man pretending to trip;
	Suspicious Activity *	1	Package left unattended at closing.
FX	Sexual Misconduct	1	Man exposed himself to staff.
GM	Vandalism *	1	Graffiti on men's room wall;
RR	Physically Threatening Behavior	2	Man sleeping in the children's area refused requests to move; Customer at Internet stations accused of kicking a child;
	Destruction of Library Property	1	Customer licking his hands and Turing magazine pages.
	Loitering *	1	Woman laying by the front entrance;
	Parking Lot *	1	Possible individual living out of his car in the lot; Lights did not come on as scheduled
	Stalking	1	Customer complained of unwanted attention from another customer
	Trespassing *	2	Banned customer entered the library; Banned customer entered the library.
	Substance Abuse *	2	Customer very intoxicated; Customer drinking alcohol
SH	Trespassing	1	Banned customer entered the library.
	Police Activity	1	Suspicious man wearing hospital gown followed by police;
TY	Building Emergency	1	A chair at the public computers was soaked with urine.
BC	Building Emergency *	1	Front exit door won't lock;
	Customer Injured	1	Customer fell during a Tai Chi program
DM	Parking Lot *	1	Volunteer struck a parked car;
	Customer Injured *	1	Customer fell in the parking lot and was transported to hospital.
JM	Theft of Library Materials	1	40 books returned, many of which had been removed from SIRSI
KP	Customer Injured	1	Elderly customer tripped on curb;
	Police Activity	1	Customer called the police concerned that another customer might have been viewing child pornography
KN	Verbal Abuse	1	Customer for VITA tax assistance became verbally abusive;
LO	Disruptive Behavior *	1	Elderly man with no English skills impeding voting process;
MW	Customer Injured *	1	Child fell and struck her head on windowsill.
RB	Building Emergency	2	Sand from the barrel at front of building had been removed; Exterior door not automatically locking

TJ	Parking Lot	1	Staff car parked in staff section of the lot had multiple dents.
	Mental Illness	1	Customer became agitated and accused others of spying on her;
	Sexual Misconduct *	1	Customer masturbating at the public computers;
WW	Building Emergency *	2	Fire alarm near the children's area was pulled; Fire alarm was pulled again;

---

**Total Incidents March 2016                      35**

\* Police, Fire Department, or FMD notified

## FY 2016 STATE AID TO LOCALITIES & FY 2017 ESTIMATED STATE AID

Library	\$15,043,514 State Aid Estimate 2016	\$15,543,514 State Aid Estimate 2017	Variance FY 2016 and FY 2017
<b>COUNTY</b>			
Amelia (Hamner)	54,364	58,267	3,903.00
Amherst	146,845	151,114	4,269.00
Appomattox (Jamerson)	42,222	51,429	9,207.00
Arlington	176,777	182,260	5,483.00
Augusta	156,605	161,159	4,554.00
Botetourt	147,381	151,660	4,279.00
Buchanan	112,366	112,826	460.00
Campbell	150,953	155,336	4,383.00
Caroline	104,504	106,488	1,984.00
Charlotte	45,905	49,342	3,437.00
Chesterfield	195,620	201,809	6,189.00
Craig	6,971	6,868	(103.00)
Culpeper	148,946	153,312	4,366.00
Cumberland	39,923	37,026	(2,897.00)
Essex	52,330	51,040	(1,290.00)
Fauquier	153,496	158,097	4,601.00
Fluvanna	65,050	71,611	6,561.00
Franklin	152,064	156,500	4,436.00
Gloucester	146,205	150,433	4,228.00
Halifax-South Boston	109,429	110,504	1,075.00
Henrico	192,915	198,675	5,760.00
Highland	24,306	24,989	683.00
King George (Smoot)	95,131	97,931	2,800.00
Lancaster	97,933	97,842	(91.00)
Loudoun	199,643	207,772	8,129.00
Lunenburg	41,063	46,231	5,168.00
Madison	39,246	37,337	(1,909.00)
Mathews	69,326	81,905	12,579.00
Mecklenburg	127,321	134,488	7,167.00
Middlesex	64,108	67,486	3,378.00
Northumberland	41,850	47,600	5,750.00
Nottoway	53,871	55,805	1,934.00
Orange	146,385	150,678	4,293.00
Pittsylvania	154,711	159,251	4,540.00
Powhatan	99,021	102,992	3,971.00
Pulaski	129,095	137,020	7,925.00
Rappahannock	38,676	41,602	2,926.00
Richmond County	23,261	24,164	903.00
Roanoke County	155,633	160,283	4,650.00
Russell	93,017	85,055	(7,962.00)
Shenandoah	148,785	153,094	4,309.00

## FY 2016 STATE AID TO LOCALITIES & FY 2017 ESTIMATED STATE AID

Library	\$15,043,514 State Aid Estimate 2016	\$15,543,514 State Aid Estimate 2017	Variance FY 2016 and FY 2017
Tazewell	149,126	153,437	4,311.00
Warren (Samuels)	146,381	150,688	4,307.00
Washington	151,125	155,452	4,327.00
York	150,540	154,970	4,430.00

### REGIONAL

Appomattox Regional	375,349	386,092	10,743.00
Bedford	205,380	173,516	(31,864.00)
Blackwater (W C Rawls)	410,821	418,522	7,701.00
Blue Ridge	316,287	330,686	14,399.00
Central Rappahannock	626,080	647,962	21,882.00
Central Virginia (Buck-Farmv)	153,940	164,657	10,717.00
Charles P. Jones	67,003	68,891	1,888.00
Eastern Shore	152,803	160,192	7,389.00
<u>Fairfax</u>	<u>308,769</u>	<u>317,859*</u>	<u>+9,090.00</u>
Galax-Carroll	136,382	142,169	5,787.00
Handley Library	360,668	373,935	13,267.00
Heritage Library	74,246	80,552	6,306.00
Jefferson-Madison	604,695	621,881	17,186.00
Lonesome Pine	426,737	425,666	(1,071.00)
Massanutten (Rockingham)	358,478	381,271	22,793.00
Meherrin	133,837	134,233	396.00
Montgomery-Floyd	234,690	251,397	16,707.00
Pamunkey	434,246	458,946	24,700.00
Prince William	519,607	546,117	26,510.00
Rockbridge	282,118	310,472	28,354.00
Smyth-Bland	197,535	198,237	702.00
Southside	0	0	0.00
Williamsburg	299,034	307,931	8,897.00
Wythe-Grayson	148,051	154,135	6,084.00

### CITY

Alexandria	164,069	169,502	5,433.00
Bristol	141,818	145,914	4,096.00
Chesapeake	179,496	185,144	5,648.00
Colonial Heights	141,687	145,820	4,133.00
Danville	146,185	150,425	4,240.00
Falls Church (Styles)	141,028	145,143	4,115.00
Hampton	162,245	166,855	4,610.00
Lynchburg	151,959	156,439	4,480.00
Newport News	169,726	174,627	4,901.00

\* Population Supplement ~ \$190,070; **TOTAL** = \$507,929

## FY 2016 STATE AID TO LOCALITIES & FY 2017 ESTIMATED STATE AID

Library	\$15,043,514 State Aid Estimate 2016	\$15,543,514 State Aid Estimate 2017	Variance FY 2016 and FY 2017
Norfolk	180,138	185,348	5,210.00
Petersburg	144,386	148,501	4,115.00
Poquoson	140,899	144,998	4,099.00
Portsmouth	155,117	159,592	4,475.00
Radford	141,709	145,860	4,151.00
Richmond City	174,305	179,746	5,441.00
Roanoke City	155,513	160,081	4,568.00
Salem	143,092	147,241	4,149.00
Staunton	143,003	147,152	4,149.00
Suffolk	155,649	160,452	4,803.00
Virginia Beach	215,065	221,637	6,572.00
Waynesboro	142,377	146,606	4,229.00
 <b>TOWN</b>			
Clifton Forge	30,780	37,793	7,013.00
Narrows (Brammer)	9,404	10,173	769.00
Pearisburg	46,683	49,318	2,635.00
<b>TOTALS</b>	15,043,514	15,543,514	500,000

**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.

# Fairfax County Public Library

## Organizational Chart

March 17, 2016

