



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 13, 2016

LIBRARY BOARD OF TRUSTEES MEETING AGENDA

I. PUBLIC COMMENT

1. Deb Smith-Cohen, President, Fairfax County Public Library Employees' Assoc.

II. MINUTES – June meeting

III. CHAIR'S REPORT

IV. COMMITTEE REPORTS

- A. Library Foundation – Willard Jasper
- B. Budget Committee –
- C. Planning Committee – Priscille Dando
- D. Ad Hoc MOU Committee – Miriam Smolen
- E. Public Relations Committee – Fran Millhouser

V. DIRECTOR'S REPORT

- A. Notification to Trustees of News Items
- B. Contact Information for Trustees
- C. Summer Reading Challenge

VI. CONSIDERATION ITEMS

- A. Division of Proceeds from Ongoing Book Sales (Attachment 1)

VII. ACTION ITEMS – None

VIII. ROUNDTABLE

IX. INFORMATION ITEMS

- A. Budget Carryover
- B. Monthly Statistical Snapshot, June 2016
- C. Incident Report, June 2016

DRAFT MINUTES

**FAIRFAX COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
JUNE 8, 2016**

Chair Charles Fegan called the meeting to order at 7:00 P.M.

I. Public Comment:

- 1. Public Comment:** Deb Smith-Cohen, President, Fairfax County Public Library Employees Association. (Attached.)

Chair Fegan welcomed Mr. Choi to the Board. Mr. Choi is representing the Springfield District. Mr. Choi said that he is a long time library user and is happy to join this distinguished Board and learn more about the library policies and management. He replaces Dr. Sirh, who is a good friend and was a long time Board member.

- II. Minutes:** A motion to approve the minutes as amended was accepted.

III. Chair's Report:

Opening Remarks: Time just keeps moving along. Mr. Clay brought the system from a relatively small Library to the largest system in Virginia. Next Monday, Ms. Jessica Hudson assumes the reins of the library and all wait for many new ideas and directions that will bring us further into the new age. I ask all to support her and to offer the most positive help. The Library Board is going through a major change in the last few years and now is about to embark into developing a major strategic plan to move forward. New officers will be elected this evening to take the place of the existing ones. I wish to thank Ms. Delaney this evening for all the assistance she has given to me these last two years – Thank you, Karrie.

The Chair and Vice Chair must work together as a unit with the task to succeed because it's just too much for one person. Believe me, I was very dependent on Karrie and she came through and assisted me. As a member of the nominating committee I mention this, as our incoming chair will need the assistance of the vice chair. Three candidates have come forward to offer to assume this responsibility. It is up to you to decide who will be the successful candidate and who will offer the chair the most support.

I have asked Deputy Director Christine Jones to prepare a ballot for each Board member to indicate their choice. When this is done, I will ask her to collect the ballots and count the results. My co-chair, Ms. Dando, on this committee has stated that I shouldn't count them. There is one candidate for chair, three for vice chair and two for Board representative to the Foundation. I ask you to fill the ballot out as soon as possible. (Ms. Jones distributes the ballots.)

Ms. Smolen withdraws her name from consideration for the Foundation representative.

IV. Committee Reports:

- A. Library Foundation:** Mr. Jasper: The Foundation has awarded \$18,500 in scholarships. Four were for graduate, and eight were undergraduate scholarships. The range was from \$750 - \$3,000. The deadline for next year's scholarships is July 15. The Library Jubilee is October 15 at Dolley Madison Library and the theme is "Dolley Madison Squeeze". This recognizes the weekly parties that Dolley Madison hosted at the White House that were so well attended that they were called the "Dolley Madison Squeeze" as the attendees had to squeeze in. The Foundation funding goal for the Summer Reading Challenge is \$14,600. The printing of the coupon book will come from this funding.
- B. Finance Committee:** Ms. Delaney: As the assumed Chair of the Board, will appoint a new Finance Committee chair and they will meet soon to discuss the carryover and the next process of creating our budget guidelines for the budget that is coming up in September.

C. Planning Committee: Ms. Dando: I am very pleased to share that we have quite a lot of activity and engagement in our community around providing input to the library and its future. The online surveys are now closed. Our public survey garnered 19,054 responses, which was pretty phenomenal. The official number will change slightly because they need to verify completions but, as this just closed earlier this week, we should get a final count on this pretty soon. The Trustee and Staff survey closed and we have 270 responses. Our telephone survey is chugging along. We all know the challenges of getting the number we are looking for here – 1100 – and the process will continue until we get that number of verified responses. As of this morning, we are at 809 completions. This probably indicates that it will take another two weeks or a bit longer until we get to that goal. However, CIVICTechnologies has already begun stratifying some of the data that is not survey related, so they can use it in their processes with the survey data and have a quicker turn around for us when they do their final piece, which is presenting an opportunity and gaps analysis. That report will be given to the Board and within that report they will share what their findings are and also make some recommendations for the future. Please be aware that although all of this is informing our strategic plan, our current contract with our consultants ends when they provide that report. As we have these few weeks to think about what we are going to do, we also may want to think about what that process should or could look like.

Ms. Smolen: Were they able to give you any information about the breakdown between English and Spanish?

Ms. Dando: I do not have an actual breakdown in the demographics specifically. I did make that request but I don't have that information. We have the option in the telephone survey to answer questions in either Spanish or English. So that would be the data that I can collect.

Chair Fegan: Actually, I was on the phone with Mr. Marc Futterman and according to him; he feels that the most valid part is the telephone survey. He feels that for the online survey, the same people could answer 100 times. So he feels that the one that really gives a cross section is the telephone survey.

D. Ad Hoc MOU Committee: Ms. Smolen: To update from last week, Mr. Molchany and I were speaking before the meeting that the relationship with the Friends Committee and the Friends and the issue around the MOU is something that will be on the new Director's agenda. When she starts we'll give her a chance to "find the bathrooms" and, relatively soon, will be setting up some internal meetings to start raising these issues again and introducing the new Director and involving her in these groups.

E. Publicity Committee: Ms. Milhouser: (Attached.) Last month I sent around a draft to everyone and thought I would do it again because I know that you read and absorbed everything in it but I will review it briefly. When Charles had asked me to take a first look at the minutes before they were distributed to the Board, it occurred to me how important that would be that the minutes were accurate and reflected exactly what had happened because they are posted on the website and they are part of our public face. So then it occurred to me that rather than one person doing that, it might be better to have a committee that would be responsible for that as well as, maybe, there are other aspects that were related to that public relations or maybe more accurately a communications committee. I think that we, in the meantime, have heard from some of the focus groups that they were not aware that there was a Library Board or were not aware of what the Board did. This says that we are on the right track of thinking about that. I reviewed the Trustee manual to see what charges might be in there that would justify a creation of such a committee. I came up with the general scope that this committee could be responsible for external or internal communication issues and efforts of the Library Board. Some of those things could be to review the minutes, which is already going on, and then identify follow up items from the minutes for the Board to consider because it seems like sometimes they get lost in the shuffle. The committee could also coordinate partnership building with groups such as the library Friends, library advocates and other groups. They could also spearhead things, such as requesting the Board of Supervisors to recognize and make the proclamation of Library Week, which may not have been done lately. This will give us more of a face; things that we are doing and things that are important in the community. In the manual, it says that, "the Library Board shall encourage its members, the Director and professional staff members to be available to speak to the public on library matters." So that is another thing that such a committee could help coordinate by informing trustees of such opportunities. I have started sending things around in this vein.

In terms of internal communications for this committee or the Public Relations Committee – whatever we decide to name it – they would work with the Chair and Vice Chair to come up with Board related events on a timeline or calendar so that we can be more proactive in our budget work and now with the strategic plan.

Chair Fegan stated that there have been times when, not with our present recorder or even our past recorder, but we have had times when the minutes haven't been as polished as they should be and Fran did an excellent job of taking them and putting them in good shape. Also, many of the actions - I don't know how many times the Board voted to send letters over my signature to people - and there are things like that Fran and I talked about and we want to make sure that when the Board voted on something it did get carried out.

V. Director's Report:

A. Executive Summary: Dave Molchany (Attached.)

1. Passing of Liz Rhodes
2. Summer Reading Challenge
3. No Kid Hungry
4. Celebrate Fairfax
5. Early Literacy Program for Hispanic Families

VI. Consideration Items: None

VII. Action items: None

VIII. Election Results: Karrie Delaney elected Chair. Michael Donovan elected Vice Chair. Willard Jasper elected Fairfax Library Foundation Representative.

IX. Roundtable:

Ms. Delaney: Thank you all for the confidence that you have placed in me to lead our Board into the next year. I would also like to give a heartfelt thanks to Charles for your years of service to the Library Board of Trustees, for your leadership in the past and during these past two years. For guiding us through difficult times and harnessing our collective strengths to bring us to this point – the next chapter for our library system. I would like to personally thank you for your mentorship and for mindfully including me in the executive leadership process of the LBOT during these past two years. As a result of this, I do feel prepared to move us forward. I am excited to begin my services as chair as we prepare to welcome our new director. This is a time of new beginnings and with that comes an opportunity to take our world class Fairfax County Public Library system to the next level. My vision for the coming year is one of setting priorities and strategically planning for the future. I look forward to working with each of you to enjoy a successful year of growth. Thank you all.

Chair Fegan comments that the Library Chair when he was first appointed to the Board, Phyllis Salak, was a very dynamic woman who gave him an excellent foundation in the library. He is sure that Ms. Delaney will be following in Ms. Salak's footsteps.

Ms. Levy: Thank you to Charles for his years of service as Chair and for the wonderful way he orients new board members and takes them under his wing – I appreciated all of your help. Welcome to our new colleague, Mr. Choi. Feel free to call on any of us if you have questions and wonder what is going on. I attended the Volunteer Luncheon at Fairfax and the staff outdid themselves. Ms. Levy asked if Board members would be getting County email addresses.

Mr. Molchany said this has been under discussion with DIT who is working with the Clerk's office to determine how that is going to happen. It seems that any group that wants one can have one so he will take this issue back to Wanda Gibson. You should be able to access FairfaxNet through the retirement website – Pension Gold. Ms. Levy states that she has not been able to get in through that website. Mr. Molchany will look into this.

Dr. Choi: I look forward to learning more about the Board members and this leadership change.

Mr. Donovan: Welcome Dr. Choi and I look forward to working with Ms. Delaney. Thank you to my fellow Board members for this vote of confidence.

Mr. Ewing: Welcome Dr. Choi. I am pleased to see the No Kid Hungry program come back this summer, as it is so important. Looking forward to meeting the new director on Sunday. I would like to recognize Starr Smith who is retiring in two days. She has been with FCPL for 16 years and started in 1993 as a part time librarian. She left FCPL and was a full time academic librarian at Marymount University and then came back to FCPL where she served as branch manager at Access Services, Dolley Madison and Tysons. She has overseen renovations at DM and now at TY and served on many system wide committees. We wish her well and appreciate her 16 years of service with FCPL.

Mr. Jasper: Welcome Dr. Choi. Thank you to Charles for his truly outstanding service – I have learned a lot from you - you are to be commended.

Ms. Dando: Accolades to Charles and welcome to Dr. Choi. Thank you to Ms. Smith-Cohen and Mr. Molchany for highlighting Summer Reading. When we moved here, my daughter signed up at Kingstowne for Summer Reading and the Krispy Kreme doughnut and the McDonald's ice cream cone were huge motivators for her. There is a lot that goes on behind the scenes that many people aren't aware of but I am so thrilled with the growing partnership between Fairfax County Public School (FCPS) and FCPL.

When our superintendent said she wanted to change the way that we look at summer reading in the school system and move away from a mandated "read a specific book and have a graded assignment" to something that is more research based around engagement for reading where there is choice to have engagement and interaction about what you are reading. Research shows this is the most motivating. She shared this with our school system and I got to come up with the proposal for FCPS. When I mentioned the long history of the library's summer reading program and incentive, although the superintendent had a very clear vision of what she was looking for, she was explicit that she wanted to reach out and work with FCPL. I highly recommend that you look at the FCPS website about this program – Book Your Summer. The press release just went out on June 1. The last part of the press release says "Please know that working with the public library's Read for the Win program, enables you to also participate in Book Your Summer" so we are helping each other out with this. One of the spaces on the activity card says "Read something for the FCPL Summer Reading Challenge" and the Free space on the bingo card says "visit your public library". The library's press release also mentions "Book Your Summer." I am more than thrilled as this is a new opportunity for us and the public and for what every librarian wants in their heart which is some way that students can read freely, of their choice, for fun and make it a lifetime habit. I feel really grateful that we have had the opportunity to work with the public library in the development of our program.

Chair Fegan thanked Priscille for the work she has done to merge the two organizations. He thinks we have probably the best coordination today that has been in his tenure on the Board and that a lot of it is due to your hard work.

Ms. Delaney: Welcome Dr. Choi and she looks forward to working with you. Congratulations Mike and Ms. Delaney looks forward to working with you as well. She will be reaching out to other members of the Board for opportunities to serve in other capacities on our many committees and such. Am looking forward to the next year.

Ms. Smolen: Welcome Dr. Choi. Thank you to Dave for stepping in and serving and we will miss you at our meetings.

Ms. Milhouser: As a new member, she appreciates the work Charles did bringing her on board. Congratulations to Michael. At Thomas Jefferson, Ms. Milhouser is looking forward to working with the school system and they are talking about having one of the public computers be reserved for the kids who don't have internet at home. Welcome to Dr. Choi. It is great to have you here.

Ms. Janega: Welcome Dr. Choi. Congratulations to new officers and we will miss Charles as the chair. She is so excited at the strengthening of working with the schools for the Summer Reading Program as she finds that is the most exciting part of the library year. Ms. Janega hopes we all visit our libraries this summer and support the staff.

Mr. Russell: Congratulations to our new elected leaders and he looks forward to working with them. Thank you to Charles for his service and specifically for the guidance he gives to the new Board members which is quite indispensable. Welcome to Dr. Choi. You will be working with very talented people and you are going to find it a very rewarding experience.

Chair Fegan: We have a full complement on the Board and he is very happy to see that. He wants to thank members of this Board, especially Karrie, for your support over the past two years. None of this would have been accomplished – it wasn't the two of us – it was everybody working together. This will always be the case as the library is a living, vibrant being. When you accepted your commission as Board members, you took on a responsibility to the community to ensure the continuation of a system that has progressed and grown close to four score. Each new chair faces particular difficulties, and the coming one will be no different as the one that preceded mine.

He does believe that with the help of his predecessor, we worked to overcome the damage caused by the implementation of a new system without sufficient input from differing groups that would be personally affected. With the assistance of Karrie, a committee worked tirelessly for many months to secure the proper person to direct our library for many years to come. Mr. Fegan thanks Priscille for bringing her expertise to this Board as it strives to complete an outreach and develop a strategic plan for the future. Each of you assisted him in bringing the Library Board forward. For this, he thanks you. He thanks Sam – he worked with him for many years and am sorry that he did not give the Board a chance to bid him good luck in his retirement. That was his choice. Mr. Fegan also wishes to thank the staff for keeping the trains running. This was a unique time with the various changes in leadership and changes in operations, such as the floating collection. He must say that he has been to too few more positive meetings than the one he was privileged to attend in April with FCPLEA. The future looks bright. He wants to thank the Friends groups, the advocates and all citizens who have given of their time for the support of the library. As he has said many times in the past, a nail not struck gets rusty; a nail hammered, stays shiny. Thank you.

Chair Fegan adjourned the meeting at 7:55 p.m.

Members Present

Charles Fegan
Karrie Delaney
Yearn Hong Choi
Priscille Dando
Michael Donovan

Darren Ewing
Sheila Janega
Will Jasper
Suzanne Levy
Fran Milhouser
Gary Russell
Miriam Smolem

Respectfully Submitted:

Christine H. Jones
Deputy Director

Members Absent

Approved:

Karrie Delaney, Chairman
FCPL, Board of Trustees

June 8, 2016 Director's Report

A. Passing of Liz Rhodes

As you know, Liz Rhodes, FCPL's Collection Manager, passed away unexpectedly on May 19. A visitation was held on June 1 and the County flag was lowered that day in honor of Liz. Library IT established a blog on FairfaxNET for colleagues to post remembrances about her and a hard copy of those posts has been delivered to her family. Grief counselors were at Tech Ops on Monday, May 23 and staff have been reminded of available EAP services. Staff at Technical Operations are working to ensure continuity of services and will be advising all FCPL staff of these processes in the coming days. Recruitment for Liz's replacement will likely be in the July/August timeframe.

B. Summer Reading Challenge

This year's Summer Reading Challenge (SRC) runs from June 23 to September 3. The program is for children and teens from preschool to grade 12. The SRC features fun events and performances at library branches and a coupon book prize for completing the reading challenge. SRC cosponsors include the Friends of the George Mason Regional Library, the Fairfax Library Foundation and the Friends of the Kings Park Library. The program's #1 goal is to keep kids reading during the months when they are not in school, a goal we share with our partners at Fairfax County Public Schools. FCPS just launched its own summer reading program, "Book Your Summer" and we are pleased that both organizations will be promoting reading this summer. You received a packet of the materials.

C. No Kid Hungry

As reported at a previous meeting, FCPL will be promoting and supporting the No Kid Hungry program this summer. FCPL staff will visit lunch sites and provide some programs to encourage library visits and reading fun. We will not be serving lunch in any branches but will refer families to nearby FCPS sites.

D. Celebrate Fairfax

Representatives from FCPL's 3D printing team will have a booth at Celebrate Fairfax June 10-12 to publicize FCPL's new 3D printers and the upcoming technology programs.

E. Early Literacy Program for Hispanic Families

This FCPS program focuses on interactive parenting and leadership skills, along with early literacy concepts to help prepare children for kindergarten. FCPL hosts this program at Herndon and John Marshall libraries plus provides staffing, story times, volunteer opportunities and library cards. Parents and children attend sessions two times per week during the school year and for a few weeks in the summer.

DRAFT
PUBLIC RELATIONS COMMITTEE
LIBRARY BOARD OF TRUSTEES

Responsible for external and internal communication issues and efforts of the Library Board of Trustees.

External Communication

- Review the Minutes for approval by the Board and public posting on the library web site
- Work with the Chair and Vice Chair to identify follow-up items for consideration
- Coordinate partnership building with groups such as the Library Friends, Library Advocates, Civic Associations, the Library Foundation, FCPLA, etc.
- *The Library Board shall encourage its members, the Director, and professional staff members to be available to speak to the public on Library matters. (Board of Trustees Policy Manual: III. C. 4.)*
 - The Public Relations Committee will work to inform Trustees of such local, state and national communication/public relations opportunities:
 - County budget hearings
 - Friends' Forum Quarterly meetings
 - Federation of Civic Associations
 - VLA Legislative Day
 - Legislative recess schedule for contacting legislators
 - ALA Legislative Day
 - Legislative recess schedule for contacting legislators

Internal Communication – The Public Relations Committee will work with the Chair and Vice Chair to list upcoming Board and Board-related events on a Time Line/Calendar

Fran Millhouser
Sheila Janega

Deb Smith-Cohen, FCPLEA President
Statement to Library Board of Trustees June 8, 2016

It is June already! Students and teachers across the county are counting down the days before summer vacation. Library staff across the county are gearing up for the Summer Reading Challenge. We are energized in anticipation of book talks, new teen volunteers, summer reading sign-ups and finishers, summer programming, empty shelves, and general busy-ness.

Adults in the county can take part in similar reading programs at most branches. Whether it is the warm weather, the federal work cycle, the anticipation of an actual vacation, or just a memory of the school cycle: summer means the freedom to read more, and that is always a boon for public libraries.

In the past month, our efforts to get community insights toward a robust and ambitious strategic plan have moved forward. Staff very much appreciate the opportunity to be part of those surveys. Our new director arrives in less than a week. These are reasons for rising energy and increased hope. Where will we go?

We need to define our mission and our performance metrics in new ways -- by outcomes and not just transactions. We are still trying to be all things to all people. We cannot succeed in that mission with our current funding. Together, we need to identify practical priorities.

We will need to understand the diverse segments of our current and potential user population in more personal ways. It may make sense to identify strategic engagement targets each year. Could 2017 be the year FCPL targets New Americans in the county and works to identify the needs, outcomes, and priorities THOSE populations expect from libraries? Could 2019 be the year of the Young Professional? How do we balance the need to engage new users with the expectations of our core/continuing users?

The LOBs evaluation process will and should embolden us to develop collaborative service models with other county agencies and articulate more forcefully the areas where our activities represent unique and uniquely valuable services.

Several years ago the Board of Supervisors provisionally agreed to provide FCPL with \$250,000 from the carryover budget for four years for a total of \$1,000,000 to address specific acquisition shortfalls for our collection. While the funds were provided in the first summer, they were not last summer. Staff hope that, with the help of our Trustees, those funds can be confirmed again during the carryover process this summer.

Finally, I speak for every branch in the system when I invite you each to come in, see our energy, share your hopes with us and hear ours. It's going to be a great summer!

Thank you.

DIRECTOR'S REPORT

July 13, 2016 Director's Report

A. Notification to Trustees of News Items

The following is a process by which Library Administration will notify the Board of Trustees regarding potential news items:

- 1) The Chair of the Board of Trustees, the Board of Trustee member for the affected area, and the Deputy County Executive will be notified if an item is deemed potentially news-worthy by Library Administration.
- 2) An item will be deemed potentially news-worthy if:
 - a. It falls outside of the more routine incident report categories
 - b. If there has been media interest
 - c. If there was outside the normal police contact and/or investigation
- 3) Email notification will be completed by the Director, Deputy Director, or Marketing Director, depending on who is available.
- 4) Notification will consist of: a short overview of the incident/issue and a list of any media that has already shown interest (if any) including any articles already published.
- 5) If an incident occurs over the weekend, notification will occur the following Monday. If it is already generating news coverage or has an immediacy to it where Library Administration is made aware of it during a weekend day, notification will take place during the weekend.

B. Contact Information for Trustees

Currently, each Board of Trustee members has their personal email, phone number and home address listed on the Library Board of Trustee's page on the Library's website. Library Administration proposes updating this webpage to provide more generic contact information, while still providing public access to Trustees via email and phone contact.

C. Summer Reading Challenge

This year's Summer Reading Challenge has begun! Starting on June 23rd, and running through September 3rd, the program is designed for readers of all ages to enjoy books, programs and more at our libraries. With over 8,000 participants signed up so, it shows every sign of being a success both for the Library and for everyone who plays a part in making sure that reading continues through the warm summer months.

http://www.fairfaxtimes.com/articles/parenting_and_family/fairfax-county-library-kicks-off-summer-reading-program/article_14c18ada-3fb1-11e6-af8b-7386fc8ddeb9.html

CONSIDERATION ITEMS

Fairfax County Public Library Board of Trustees

CONSIDERATION ITEM

July 13, 2016

ISSUE: Division of proceeds from ongoing book sales in FCPL branches.

RECOMMENDATION: Library staff recommends adjusting the split of ongoing book sale proceeds from 50% FCPL and 50% Friends organization selling the book to 35% FCPL and 65% Friends.

BACKGROUND: Per Policy O in the Board of Trustees Policy Manual:

If the sale is an "on-going" event, i e., sale of donated books by the staff on a continuous basis, the proceeds are divided with 50% retained by the library system and 50% retained by the Friends organization.

The Library's Comprise software reduces branch staff involvement in ongoing book sale transactions. Before Comprise, branch staff collected money for every item purchased from an ongoing sale and entered it into a cash register.

With the Comprise system, people purchase materials from ongoing book sales using kiosks. While Financial Services and Library IT staff are still required to reconcile the proceeds and service the kiosks, branch staff's involvement is greatly reduced.

INFORMATION ITEMS



County of Fairfax, Virginia

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

TO: Joseph Mondoro
Chief Financial Officer

DATE: July 1, 2016

FROM: Jessica Hudson, Director
Fairfax County Public Library

SUBJECT: FY 2016 General Fund Carryover Submission

Attached is the FY 2016 General Fund Carryover submission for the Fairfax County Public Library. The Library is pleased to participate in the Board of Supervisors Incentive Reinvestment Initiative program. As directed we have saved \$215,474 of which the Library will retain \$107,737 for employee development opportunities in FY 2017. As per the carryover instructions, this is included as unencumbered carryover.

As part of the FY 2017 budget submission for the library, a request for additional funding to support the purchase of loose furniture and equipment requirements for the Tysons- Pimmit Regional Library was included. As our request was not funded by the Board of Supervisors, this submission includes a formal request of \$250,000 in unencumbered carryover to meet this need. The branch closed in February 2016 and is still on schedule to reopen early 2017. This brings the total amount of unencumbered carryover to \$357,737.

Our encumbered carryover request totaling \$1,127,594 is on Form A. The closing balance is \$3,721 in personnel services and \$361,058 in operating expenditures. After the total unencumbered request of \$357,737, the closing balance is \$3,321 in operating expenditures.

In FY 2017, the library will receive the results of the community engagement initiative that is currently nearing its completion. The library board and staff will consider these results carefully as we begin to prepare for the FY 2018 submission. Thank you for your continued support as the library strives to meet the evolving educational and informational needs of the residents of Fairfax County and Fairfax City.

Please call Melanie Quinn with any questions on this submission.

Attachments

cc· Karrie Delaney, Chair, Library Board of Trustees
David J. Molchany, Chief Information Officer
Melanie E. Quinn, Support Services Director

Form B

AGENCY DESCRIPTION AND JUSTIFICATION OF UNENCUMBERED CARRYOVER REQUEST ^{1,2}

Agency: **52, Fairfax County
Public Library**

G525201001	544997	\$107,737	Incentive Reinvestment Initiative
			This request for funding is to fund the purchase of furniture and equipment which was not approved during the FY 2017 budget process. The Tysons Regional Library closed in early February 2016 to begin the highly anticipated renovation process. The Branch is slated to reopen spring 2017. The Library managed the FY 2016 budget closely in order to reserve funding for this critical project in the amount of \$250,000. The estimate of these requirements is based on prior experience with recent renovations including: Woodrow Wilson and Pohick Regional. Due to ongoing technology initiatives and customer service enhancements, the Library would not be able to absorb this entire one-time cost in our FY 2017 budget if this request is not approved.
G525204020	510000	\$250,000	
	Total:	\$357,737	

¹ Add rows to chart as needed. Text in the Description/Justification column will automatically wrap around and row size will expand to accommodate.

² Please limit unencumbered carryover requests to only those that would have a serious, detrimental effect on the agency's operations, as only the most critical items will be considered for unencumbered carryover. These include items that have been previously approved by the Board in FY 2012, and/or deferred to Carryover as part of the FY 2013 Annual Budget process, or items that are extremely critical to effective and efficient agency operation and cannot be absorbed within available FY 2013 funding totals.

Incident Report

June 2016

Branch	Type of Incident	Number of Incidents	Brief Description
CE	Complaint	1	Customer identified patron previously arrested for stealing.
CH	Building Emergency	1	Public restroom flooded.
FX	Customer in Distress *	1	Customer suffering medical event left in ambulance.
GM	Verbal Abuse	1	Customer making became verbally abusive regarding fines due.
	Staff Member in Distress *	1	Staff member ill taken by ambulance to hospital.
RR	Trespassing *	1	Banned customer on library property.
	Parking Lot	1	Dog locked in car in parking lot barking loudly.
	Disruptive Behavior	1	Customer disturbed another customer in a study carrel.
SH	Disruptive Behavior	1	Customer speaking loudly in computer lab.
	Mental Illness *	1	Customer frightening families with threatening behavior.
BC	Stalking	1	Customer receiving unwanted attention from another customer.
DM	Stalking *	1	Customer complaint about a male patron in the building.
	Physically Threatening Behavior *	1	Customer threatened other customer.
HE	Sexual Misconduct *	1	Man filming daughter of customer with his cell phone.
KP	Vandalism	1	Cigarette ash and smoldering toilet paper in men's restroom.
MW	Police Activity *	1	Unattended laptop bag outside front entrance.
	Sexual Misconduct	1	Customer complaint of man watching her and touching himself.
RB	Building Emergency *	1	Cords from blinds hanging loose posing a choking hazard.
TJ	Substance Abuse *	1	Customer drinking alcohol.
	Disruptive Behavior *	1	Customer smelling of alcohol was arrested.
	Parking Lot	1	Customer's non-hybrid car parked in hybrid spot had been spit on.
	Sexual Misconduct *	1	Customer viewing child pornography on internet.
WW	Verbal Abuse *	1	Customer cursing and yelling at staff.
	Police Activity *	1	Gang activity on the soccer field led to 911 call from the library.
AS	Volunteer Injured	1	Volunteer fell transferring from wheel chair to desk chair.

Total Incidents June 2016

25

* Police, Fire Department, or FMD notified

Memorandum

July 7, 2016

To: Library Management Staff

From: Doug Miller, SP&CRS
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Subject: Monthly Statistical Snapshot, June 2016
FY2016 Year-End Summary

Attached is the monthly statistical snapshot for June 2016 as well as the FY2016 Year-End Summary.

- Circulation for FY2016 is less than 1% below 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 June 2016

Site	Circulation	
	June	% Change Cumulative FY15 - FY16
OVD	120,492	37%
RR	59,355	-1%
CH	56,442	-3%
KP	50,519	39%
CE	44,381	-5%
FX	42,678	0.4%
BC	41,394	66%
GM	38,973	-6%
DM	37,956	17%
PH	36,352	5%
SH	27,698	-6%
RB	26,552	25%
OK	25,260	0.1%
KN	21,171	4%
TJ	19,591	1%
HE	14,279	-6%
MW	13,585	2%
JM	13,513	-4%
GF	10,567	-8%
LO	10,502	-5%
WW	6,870	64%
TY	4,762	-39%
AS	2,033	3%
PO		
FCPL	1,009,161	-0.4%

Site	Door Count	
	June	% Change Cumulative FY15 - FY16
FX	41,262	* -5%
KP	39,643	93%
RR	34,277	-2%
GM	27,346	-2%
CE	26,880	-5%
CH	26,238	* -10%
DM	24,847	23%
BC	23,192	45%
SH	20,811	* -5%
PH	19,487	-0.2%
RB	18,227	* 10%
KN	14,798	3%
WW	14,209	70%
HE	13,813	12%
OK	12,875	2%
TJ	12,729	* -0.3%
JM	9,909	-3%
MW	9,436	-2%
LO	9,320	* -7%
GF	8,747	-2%
TY	2,591	-41%
AS	691	-7%
PO		
FCPL	411,328	-2%

* Estimate

Monthly Statistical Snapshot June 2016

	June		Year-to-date	
Customers				
Program Attendance *	12,733		152,800	
Database Usage *	1,292,575		15,510,905	
Collection:				
Check In / Check Out	603,150	670,592	7,524,300	6,887,529
In-house Use	80,210		918,084	
Transfers In / Out	8,318	8,318	138,661	138,661
Discards by Category:	19,983		282,752	
Damage	73%		68%	
Lease	11%		6%	
Inaccurate	3%		8%	
Low Demand	8%		11%	
Magazines	6%		8%	
Phone Renewal	6,797		97,132	
Community				
Early Literacy Outreach Office:				
Number	94		1,633	
Attendance	1,695		31,415	
Technology				
Internet Sessions	116,838		1,357,717	
WiFi Usage:				
Client Count *	221,951		2,663,413	
Website:				
Visits	388,263		4,681,672	
Catalog Logins	995,822		9,343,398	
Remote Renewals	283,412		3,773,127	

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

Monthly Statistical Snapshot FY2016 Year-End Summary

Site	Circulation	
	FY2016	% Change ¹ Cumulative FY15 - FY16
OVD	1,447,244	37%
RR	686,308	-1%
CH	608,498	-3%
KP	523,208	39%
CE	488,018	-5%
FX	474,407	0.4%
GM	443,542	-6%
BC	398,518	66%
PH	387,560	5%
DM	340,428	17%
SH	312,635	-6%
RB	282,690	25%
OK	277,059	0%
KN	227,790	4%
TY	216,748	-39%
TJ	207,409	1%
HE	167,486	-6%
MW	163,660	2%
JM	156,341	-4%
LO	120,865	-5%
GF	112,091	-8%
PO	109,623	-81%
WW	83,041	64%
AS	23,916	3%
FCPL	12,042,565	-0.4%

Site	Door Count	
	FY2016	% Change Cumulative FY15 - FY16
FX	465,744	-5%
RR	413,125	-2%
KP	409,798	93%
CE	309,830	-5%
CH	301,621	-10%
GM	296,583	-2%
SH	248,082	-5%
BC	224,140	45%
DM	217,371	23%
PH	215,767	-0.2%
RB	208,504	10%
HE	169,054	12%
KN	160,530	3%
OK	150,613	2%
TY	148,365	-41%
TJ	145,065	-0.3%
WW	144,509	70%
JM	112,816	-3%
LO	109,197	-7%
MW	101,433	-2%
GF	100,414	-2%
PO	65,350	-81%
AS	8,961	-7%
FCPL	4,727,872	-2%