



County of Fairfax, Virginia

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

PLACE:

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

TIME: 7:00 p.m.

DATE: May 11, 2016

LIBRARY BOARD OF TRUSTEES MEETING AGENDA

I. PUBLIC COMMENT

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

II. MINUTES – April 2016 meeting

Special April 20 Board meeting

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
- E. Publicity Committee – Fran Millhouser

V. DIRECTOR'S REPORT

- A. Executive Summary
 - 1. No Kid Hungry Program
 - 2. Partnership with Neighborhood & Community Services
 - 3. FY 2017 Budget Impact on the Library

VI. CONSIDERATION ITEMS – None

VII. ACTION ITEMS

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

VIII. ROUNDTABLE

INFORMATION ITEMS

- Monthly Statistical Snapshot, April 2016
- Incident Report, April 2016

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 Fairfax County Public
Library
We're everywhere you are

Deb Smith-Cohen
Fairfax County Public Library Employee Association President
Statement to Library Board of Trustees
April 13, 2016

This evening, we recognize exceptional commitments by volunteers in the various branches of our county library. Their time and effort, passion and commitment, expertise and creativity extend the work of staff and make our branches and us better than we could otherwise be.

What do library volunteers do? Staff at each branch library know this well.

Libraries, in case you haven't realized this before, have two major functions:

One is the core function of inventory management: Where is that book/CD/DVD? Is it on the shelf? Is it checked out or on a cart? Is it on hold for a customer? Is it in review for condition or accuracy?

The other is delivery of content: what information or activities can we offer to respond to a customer's questions or interests? A book recommendation or relevant book chapter? A presentation or discussion? A database article or ebook?

Volunteers contribute to both areas and to every activity within each branch. AND, beyond branch operation, Friends in each branch extend our effectiveness by managing book donations, running sales, and providing funds that enable us to stretch our imagination and increase our impact.

Volunteers cannot take the place of necessary staff but they DO fill the gaps – handling check-in, doing the holds picklist, searching out items from the missing report, shelf reading, copying handouts, and dusting. They also provide direct customer service as volunteer English tutors or computer tutors, read-to-a-dog programmers, book club leaders, info desk staffers, and program presenters. They are often the oil that makes the gears of a branch run smoothly.

They are also our friends – both “big F” and “little f”. Folks whose presence brightens our day as much as their work lightens our load.

On behalf of FCPLA and the staff from each branch who could not be here this evening, I want to offer a big thank you and a big hug from your colleagues who appreciate your time and your inspiration in the work you do for FCPL.



ACTION ITEMS

Fairfax County Public Library Board of Trustees

ACTION ITEM

May 11, 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

ACTION ITEM

May 11, 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

May 5, 2016

To: Library Management Staff

From: Doug Miller, SP&CRS
Martha Sue Hess, SP&CRS

Subject: Monthly Statistical Snapshot, April 2016

Attached is the monthly statistical snapshot for April 2016.

- 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 April 2016

Site	Circulation	
	April	% Change Cumulative FY15 - FY16
OVD	115,959	40%
RR	54,010	1%
CH	46,966	-2%
KP	44,193	39%
CE	36,463	-4%
FX	36,139	1%
BC	35,135	64%
GM	34,106	-7%
DM	33,851	13%
PH	32,275	5%
SH	24,012	-6%
RB	23,055	24%
OK	21,393	1%
TJ	18,201	-0.2%
KN	18,123	5%
MW	13,531	3%
HE	13,099	-4%
JM	12,359	-4%
LO	9,212	-4%
GF	8,480	-8%
WW	6,246	100%
TY	3,817	-30%
AS	1,894	3%
PO		
FCPL	962,605	0.3%

Site	Door Count	
	April	% Change Cumulative FY15 - FY16
FX	40,910	-8%
KP	37,662	93%
RR	36,211	* -2%
GM	29,101	-6%
CH	25,563	* -9%
CE	24,877	* -5%
DM	22,786	16%
SH	21,352	* -5%
BC	19,679	44%
PH	19,505	-0.1%
RB	19,103	* 12%
HE	16,654	13%
OK	14,023	* 2%
KN	13,474	4%
WW	13,474	95%
TJ	13,024	-1%
JM	9,388	-3%
GF	9,187	-4%
LO	9,123	* -5%
MW	9,123	-4%
TY	2,483	-31%
AS	807	-7%
PO		
FCPL	407,509	-2%

* Door Count is an estimate

Monthly Statistical Snapshot April 2016

	April		Year-to-date	
Customers				
Program Attendance *	12,783		127,828	
Database Usage *	1,181,971		11,819,707	
Collection:				
Check In / Check Out	603,643	527,410	6,332,930	5,698,718
In-house Use	67,021		773,231	
Transfers In / Out	9,693	9,693	120,895	120,895
Discards by Category:	24,336		236,448	
Damage	69%		67%	
Lease	6%		6%	
Inaccurate	10%		9%	
Low Demand	12%		11%	
Magazines	3%		8%	
Phone Renewal	7,090		83,689	
Community				
Early Literacy Outreach Office:				
Number	178		1,337	
Attendance	3,466		25,839	
Technology				
Internet Sessions	113,529		1,129,528	
WiFi Usage:				
Client Count *	220,630		2,206,300	
Website:				
Visits	370,349		3,916,617	
Catalog Logins	987,016		7,364,565	
Remote Renewals	319,236		3,187,052	

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

Incident Report

April 2016

Branch	Type of Incident	Number of Incidents	Brief Description
CE	Sexual Misconduct *	1	Female customer complained of man staring at her and touching himself.
CH	Theft of Personal Property	1	Customer had FCPS laptop stolen while charging at the WiFi bar.
	Vandalism	1	Graffiti found in men's bathroom.
FX	Trespassing *	2	Customer refused to leave the building at closing; Banned customer entered the building.
	Sexual Misconduct *	1	Customers reported a man masturbating.
GM	Substance Abuse *	1	Customer appearing to be intoxicated was bothering customers.
RR	Customer in Distress *	1	Customer feeling dizzy and breathing rapidly.
	Vandalism *	1	Feces found outside the window of children's area.
	Stalking *	1	Customer reported being followed in the library.
	Sexual Misconduct *	1	Customers reported a man masturbating in the restroom.
SH	Police Activity	1	Police questioning a customer.
BC	Customer in Distress *	1	Diabetic man in restroom at closing needed ambulance.
	Disruptive Behavior	1	Customer conducting loud conversation on Skype.
DM	Vandalism *	1	Blood of unknown origin found on ladies room floor.
GF	Building Emergency *	1	Diarrhea on the floor of the children's room.
KP	Customer Injured	1	Customer using walker tripped exiting the library.
	Police Activity	1	Student driver hopped the curb and struck the building.
	Parking Lot	1	Staff member car was sideswiped, no note left.
	Customer Injured	1	Child fell in the JUV book area cutting his lip.
KN	Parking Lot	1	Fender bender.
	Customer Injured *	1	Display rack fell and struck child in the leg while climbing it.
LO	Vandalism *	1	Four year-old child repeatedly kicked and broke door glass.
	Customer in Distress *	1	Customer unresponsive on the floor.
RB	Vandalism	2	A dark purple substance was sprayed on walls and floor of foyer; Again dark purple substance sprayed on walls of men's room.
	Customer Injured *	1	Customer fell and was unresponsive for several minutes.
	Sexual Misconduct *	1	Customers reported a man masturbating.
WW	Parking Lot *	1	Home across the street from the library appeared to be on fire.
	Disruptive Behavior	1	Children pulled the fire alarm.

Total Incidents April 2016

30

* Police, Fire Department, or FMD notified

