

Fairfax County Public Library

Proposed Timeline for the Recommendations of the Ad Hoc Communication and Evaluation Committee

January 23, 2014

(Approved at December 11, 2013 Library Board meeting)

Recommendations of the Ad Hoc Communication & Evaluation Committee	Action Planned or Completed	Lead	Status
1. Recommend rejection of the Beta Plan as proposed.	<p>Communicate decision to staff and public.</p> <p>Remove references to the Beta Plan from the public and staff websites.</p>	Sam Clay, Library Director	All items completed.
2. Recommend rejection of reclassification of Fairfax County Public Library positions.	<p>Communicate decision to staff and public.</p> <p>Remove Library Customer Service Specialist Class series from the approved county job classifications.</p> <p>Remove references to the Library Customer Service Specialist Class series from the public and staff websites.</p>	Sam Clay, Library Director	All items completed.
3. Recommend increasing the County budget for library operations.	Refer to Library Board of Trustees Budget Committee for further review and action.	Library Board of Trustees	January 2014

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4. Recommend Library Board of Trustees begin a dialogue with all levels of staff and the affected communities about the best way to address the Fairfax County Public Library's staffing needs in a way that meets the public's needs and priorities without eliminating the continued presence of professional librarians in each branch.	Refer to Library Board of Trustees Planning Committee for further review and action.	Library Board of Trustees	Begin 2014 – determine questions and type of survey
5. Recommend retention of professional librarians and children's librarians in branches.	Fill vacant professional librarian and children's librarian positions in their current job classifications.	Sam Clay, Library Director	Ongoing
6. Recommend more analysis on strength and weakness of the single-desk model at Burke Centre Library.	Establish task group that includes a broad-based group of stakeholders to evaluate single desk model and make recommendations to the Library Board of Trustees.	Sam Clay, Library Director	January 2014 - Establish task group May 2014 – Present report to Library Board of Trustees
7. Recommend assigning staff to only one set of tasks (e.g. only working the service desk or only working in the back) be rejected.	Maintain current job duties as described in position descriptions.	Sam Clay, Library Director	Completed

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8. Recommend funding requests to the Board of Supervisors be accompanied by an analysis of evolving Fairfax County Public Library requirements, as well as comparisons to previous Fairfax County Public Library levels of funding and to comparable localities, both in Virginia and suburban counties in other states.	Develop chart/report with comprehensive budgetary and library services information that compares FCPL with other comparable libraries and update bi-annually.	Sam Clay, Library Director	February 2014 with bi-annual updates
9. Seek more creative partnerships that might lead to additional revenue including Fairfax County Public Schools, Northern Virginia Community College, and the local business community, as well as seeking increased support via the Friends groups and Fairfax Library Foundation.	Provide inventory of existing partnerships and update annually. Include significant new partnerships in Director's monthly report to the Library Board of Trustees.	Susan Harmon, Executive Director, Fairfax Library Foundation and Sam Clay, Library Director	Begin February 2014 Provide data by April Ongoing
10. Increase cooperation and support from the Fairfax Library Foundation.	Refer to Library Board of Trustees Foundation representative for further review, recommendations and/or action.	Mary Petersen, Library Board of Trustees	January 2014
11. Recognize and encourage the work of the library Friends groups.	Continue annual recognition of library Friends groups at Library Board of Trustees meeting. Library Board of Trustees Friends liaison attends Friends Forum meetings and reports at subsequent Library Board meetings.	Library Board of Trustees Elizabeth Clements, Library Board of Trustees	October 2014 Ongoing

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12. Recommend more thorough review of the ratio of administrative staff to branch staff to determine the proper balance between the two.	Request Fairfax County Department of Human Resources (DHR) to review FCPL staffing and make recommendations.	Sam Clay, Library Director Library Board member	To be determined in consultation with DHR
13. Fill current vacancies in existing job classifications.	Positions are being advertised and filled in current job classifications.	Sam Clay, Library Director	Ongoing
14. Recommend thorough evaluation of proposed collection reductions and whether creating more meeting space should be a priority over reading materials.	Refer to the Library Board of Trustees Planning Committee for review and/or action.	Library Board of Trustees Elizabeth Clements, Mason District Library Board Representative	January 2014
15. Recommend more coordination with Friends groups before books are discarded.	See Floating and Weeding recommendations #8 and #11.	Sam Clay, Library Director Elizabeth Clements, Mason District Library Board Representative	#8 January 2014 #11 Ongoing
16. Recommend restoration of funds to the materials budget overall to replenish depleted collections.	At November 13, 2013 Library Board of Trustees meeting, a request for \$1 million for nonfiction materials was approved by the Library Board. At November 19, 2013 Board of Supervisors meeting, Supervisors approved including \$1 million for nonfiction materials on the Consideration items list for the FY 2015 budget deliberation process.	Library Board of Trustees	Ongoing
17. Recommend weeding decisions need to consider the ability of the materials budget to replace what has been lost.	Present training on the Collection priority list process to branch staff. Recruit volunteers and reinstitute program to mend materials.	Elizabeth Rhodes, Collection Services Coordinator Elizabeth Clements, Mason District Library Board Representative	April 2014 February 2014

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		Erin Chernisky, Volunteer Coordinator	
18. Recommend a more consistent mechanism to add donated books to the library collection by the Friends of the Library and include them in the discussion about its evolution.	See Floating and Weeding recommendation #6.	Sam Clay, Library Director Elizabeth Clements, Mason District Library Board Representative	Completed
19. Revisit Friends' space currently restricted to 100 square feet.	Establish a task group of stakeholders to review Library Design Manual for new and renovated facilities and make recommendations.	Sam Clay, Library Director	January 2014
20. Undertake a more extensive public survey and comment process that is advertised with a time window certain. Any survey should ideally seek the input of high school and college age students, who make up a key portion of the Fairfax County Public Library patron community.	Refer to Library Board of Trustees Planning Committee for further review and action.	Library Board of Trustees	January 2014