



Mary Riley Styles Public Library Board of Trustees Meeting

Wednesday, January 15, 2020

7:00 p.m.

Library Conference Room

120 N. Virginia Ave.

Falls Church, VA 22046

The following links are materials for the meeting. Open the agenda to see the full list of items being discussed at the meeting.

1. Library Board Agenda Revised

Documents:

[20200115-LIBRARYBOARDAGENDA.REV.PDF](#)

2. Library Draft Minutes November 20, 2019

Documents:

[20200115-DRAFTMINUTESNOVEMBER20.2019.PDF](#)

3. Library Draft Minutes December 18, 2019

Documents:

[20200115-DRAFTMINUTESDECEMBER18.2019.PDF](#)

4. Draft Fiscal Year 2021 Budget

Documents:

[20200102-DRAFTFY21LBOTBUDGETDETAIL.PDF](#)

5. Collection Statistics

Documents:

[20200115-COLLECTIONSTATISTICS.PDF](#)

6. Circulation Statistics

Documents:

[20200115-CIRCULATIONSTATISTICS.PDF](#)

7. Booksale And Memorial Statistics

Documents:

[20200115-BOOKSALE.MEMORIALSTATISTICS.PDF](#)

Mary Riley Styles Public Library
120 North Virginia Avenue
Falls Church, Virginia 22046

AGENDA - REVISED
LIBRARY BOARD OF TRUSTEES MEETING

Library Conference Room

Meeting on Wednesday, January 15, 2020

Time: 7:00 p.m.

Agenda Notice Posted: January 10, 2020

1. Call to order, roll call and introduction of guests
2. Receipt of petitions
3. Approval of November 20, 2019 Meeting Minutes
4. Approval of December 18, 2019 Meeting Minutes
5. Library report and announcements
6. Library Foundation report
7. Council Liaison report
8. Arts and Humanities Council report
9. DRAFT Fiscal Year 2021 Budget for approval
10. Closed session pursuant to Virginia Code section 2.2-3722.A.29, for purposes of discussion of the award of a public contract involving the expenditure of public funds, and discussion of the terms or scope of such contracts, where discussion in open session would adversely affect the bargaining position or negotiating strategy of the Library Board. [*Construction Contract*]
11. Return to Open Session
12. Business not on the Agenda
13. Adjournment

Next meetings: Regular meeting on Wednesday, February 19 @ 7 p.m. in City Hall-Laurel Conference Room or Library Conference Room

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability, call 703-248-5032, TTY 711.

MEETING MINUTES OF THE BOARD OF TRUSTEES
MARY RILEY STYLES PUBLIC LIBRARY
Held in the Mary Riley Styles Public Library
120 N. Virginia Avenue Falls Church, VA 22046
November 20, 2019

1. CALL TO ORDER AND INTRODUCTION OF GUESTS

Chairperson Stephanie Oppenheimer called the meeting to order at 7:00 p.m. The following Board members attended the meeting:

Stephanie Oppenheimer
Jeff Peterson
Chet DeLong
Chrystie Swiney
Kathleen Tysse
Molly Novotny

Mr. Don Camp was present via cell phone; he stated that he could not attend the Board meeting since he was on temporary work assignment in New York City.

Upon a motion duly made and seconded, the Library Board unanimously moved to allow Mr. Don Camp to participate at today's Board meeting by conference call under the resolution adopting the policy for electronic participation in meetings.

Council Liaison, Ross Litkenhous, and Planning Commission Liaison, Rob Puentes, were not in attendance.

Others present for the meeting included: Director Jenny Carroll and her assistant Claudia Gutierrez. City resident and library employee Cathy Breen and City resident Ms. Alexzandra Fogle were present as well.

2. RECEIPT OF PETITIONS

a) Letter from Ms. E. O'Donnell

City resident Ms. O'Donnell wrote a letter to the Board expressing her disapproval about a children's book that she perceived was not appropriate to have in the library's collection; she expressed that she did not like where the library collection was heading and will not come to the library until things change. There was a discussion about who selects the library books and what items are provided to patrons. The Director stated that she is proud of the library's collection and the diversity of the materials selected by the library staff. The library provides the materials to the community based on diversity, inclusivity, and demand and the decision is then up to patrons and parents on what to read and what programs to attend.

Upon a motion duly made and seconded, the Library Board unanimously moved to support the independence of staff in its choice of books, which are inclusive, diverse and representative of the totality of the community.

The Director pointed out a paragraph from the library materials selection policy (approved by the Board in 2004) that states: “The library provides quality services, resources, and lifelong learning opportunities through books and a wide variety of other formats to meet the informational, educational, cultural, and recreational needs and interests of its diverse and changing population. The Library provides information for the exchange of ideas and affirms the right of each patron to determine for him/herself which library materials and services he/she chooses. In keeping with this policy, resources are provided equally to all library users, both adults and children”

b) Environmental Chapter

The Director informed the Board that the Environmental chapter presented to the Board at the September 18 meeting by the Environmental Program Coordinator Kate Walker, will be presented to Council next January/February 2020. The Board did not have any particular input for this chapter; however, they still can send their comments.

c) Student Liaisons – discussion

Ms. Oppenheimer informed the Board that she talked to Ms. Sally EKFELT who informed her that the next group of students would be submitting applications to become student liaisons. The applications will be posted in January 2020 and the selection will take place in May. If the Board wants a student liaison, the Board needs to reach out Ms. EKFELT. The Board agreed they want to stay in the liaison program since it is mutually beneficial for both the students and the Board. Ms. Oppenheimer will respond to Ms. EKFELT and include the suggestion of sharing experiences with other boards/commissions. The Board would like to improve the benefit by having clear expectations and orientation guidelines, with the caveat of not creating a barrier for the student to have to do something special to be on the Library Board, since the benefit is meant to be for the students. The Director suggested inviting Ms. EKFELT to a library meeting to talk more about the program.

d) Thank you from Columbia Baptist Church

Ms. Carroll informed the Board that the Baptist Church, as part of a Community Partnership with the library, provided a thank you gift with good wishes to the library from their staff.

3. APPROVAL OF THE SEPTEMBER 18, 2019 MEETING MINUTES

Upon a motion duly made and seconded, the Library Board unanimously approved the September 18, 2019 Meeting Minutes with minor corrections.

4. LIBRARY REPORT AND ANNOUNCEMENTS

- The Director informed the Board that in addition to Ms. O’Donnell’s letter, she had another formal request from a patron to review a children’s book titled: “*It’s Halloween, You ‘Fraidy Mouse!’*” (part of the Geronimo Stilton series), for a scene the patron felt was akin to sexual harassment. The Director informed the Board of the process for the request to review materials. Both the library Director and the three professional staff reviewed the patron’s request. This particular book is for beginner readers and it is part of a popular series. Other libraries in the area have it in their collection as well. The Director responded to the patron that the book will not be removed from the library’s collection. The library

provides the materials and staff encourages parents to make their own choices for their children's reading material. The patron has the right to appeal the response and bring the request to the library Board.

- There was a praise for the library from a friend of Mr. Camp for having the digital microfilm and fiche reader available for patrons.
- The Director will be receiving the new Advisory Board Manual from the library of Virginia by the end of the year and will provide it to the Board. The last update was in 2009.
- A shining Star Award was given to Lucilda Hernandez Posada, who is the library custodian, for her diligent work with the recycling process from Library Assistant II Ester Pavia.
- The Director completed the Bibliostat report, which is the Annual State and Federal Statistical report. It includes FY19 budget, program, and operational information. This information helps to complete the Library Annual Report and determines State Aid.
- On December 11, the Library staff will be having their holiday party at the library.
- The Director will be off from December 8 -10th.
- The City Employee Halloween Festivities are finished and the Library won the contest for the best office Décor and Best Group Costume for their *Stranger Things* themed Halloween.

5. LIBRARY FOUNDATION REPORT

Mr. Camp informed the Board that the Foundation will be starting their annual solicitation and will be sending letters by Monday, December 2. He thanked the library for providing around 2000 new library cardholder addresses, which they will include in the fall solicitation mailing. The Foundation Board is meeting on Saturday, November 30 to discuss on how to support the library project. They will also discuss the funding for library staff events suggested earlier by Ms. Tysse. The Foundation Development Committee is working on a Christmas tree for the Falls Church Tree Fest.

6. COUNCIL LIAISON REPORT

No report

7. ARTS AND HUMANITIES COUNCIL REPORT (CATCH)

No report.

8. LIBRARY PROJECT UPDATE

The Guaranteed Maximum Price (GMP) documents have been sent to Centennial, the Construction Manager at Risk, and will be due on Friday, December 13 to city staff. The library project team will review and negotiate the GMP during the next two to three weeks. Tentatively it will be presented at a Special Board Meeting on January 7 in a closed session.

Ms. Oppenheimer wrote a draft email with talking points and a form letter to encourage people to support the library project. It is an informational letter about the library project and people can personalize it and send it to Council to show their support. There were some comments and suggestions to include in the letter. Council is concerned that it appears as if the renovation and expansion project is mostly to accommodate for a larger story time space. The Director pointed out that the project also increases adult space and services. Updated information about the library project, including the video, is posted on the library website and on social media. Ms. Oppenheimer will make changes to the letter and include Board's comments. Mr. Peterson stated that the letter from VPIS is finalized and is being sent to Council.

Some library staff who are Falls Church citizens have expressed their interest in supporting the library. There was a discussion about the best time for the Board to pursue an Opinion Editorial in the Falls Church News Press. The Director will contact the City's Director of Communications, Susan Finarelli, to ask for guidance. Ms. Oppenheimer also encouraged the Board to meet individually with Council members to discuss the project; some already have, and got feedback about questions that Council wants answered by the library project team, the Board, or the City's Financial Department. Stephanie and Jeff have spoken with Marybeth Connelly and Chet has spoken with Mayor Tartar. Wyatt Shields, City Manager, has been tasked with gathering the questions from Council and providing answers. Ms. Oppenheimer stated that to date that has not happened. Ms. Connelly gave Stephanie a list of eleven questions from basic to financial. The most clear feedback was that Council wants to gather all their questions with answers in one place to review them including the additional costs for streetscape, LEED silver certification, and stormwater.

There will be a budget amendment in January and Council will decide how to dispose of the surplus. The submission of the GMP will be turned in to the City by December 13, this is part of the contract with Centennial. Negotiation dates are on the schedule as well as the Special Library Board meeting on January 7. The GMP package will then go to Council for review. After Council reviews it, and in order to proceed with the library project, City Manager Wyatt Shields needs to inform Council where the funds are coming to cover the increase in the library's project. The Board will be able to speak on behalf of the library project as citizens at the December 9 Council Meeting. Board members will be attending and will coordinate covering all the talking points. The Board discussed ways to get the word out via social media and different City organizations they could ask for support.

9. DRAFT LEGISLATIVE AGENDA

The Library Director reviewed the Board legislative agenda that once approved will become incorporated into the City wide legislative agenda. The Library Director informed the Board that the Library of Virginia is requesting full funding for State Aid in the next 2 years by adding \$5.5M in 2021 and \$11M in 2022. In 2018, the LVA appropriated \$250,000 for FY19 and \$500,000 for FY20. The amount for the library in 2020 was \$153,156. If the library were fully funded this current fiscal year, the amount would have been \$254,301. All the State Aid given to the library goes to library materials. Banning guns in libraries had been included as well as the second item. Mr. William Barratt wrote another letter to the Board in regards to the second item on the Legislative Agenda. The Board made a minor change in the section about guns in libraries and Community Centers. The change was from "The Board of Trustees of the Mary Riley Styles Public Library continues to support the ban of weapons/guns in public libraries and community centers because there is simply no reason to have weapons in these educational institutions." to "The Board of Trustees of the Mary Riley Styles Public Library continues to support the ban of weapons/guns in public libraries and community centers - educational institutions."

Upon a motion duly made and seconded, the Library Board unanimously approved a minor change in the 2019 Legislative Agenda.

Upon a motion duly made and seconded, the Library Board unanimously approved the 2019 Legislative Agenda with some suggestions that the Board will like to incorporate.

The Director mentioned that she will submit the approved Legislative Agenda to the Assistant City Manager Cindy Mester who assembles all of the Legislative Agenda issues and presents it to Council for approval. After that, it is sent to Richmond.

10. BUSINESS NOT ON AGENDA

None

1. ADJOURNMENT

There being no further business, upon a motion duly made and seconded, the Board of Trustees voted unanimously to adjourn the meeting at 8:42p.m.

Respectfully submitted,

Jenny Carroll
Library Director

Approved:

Stephanie Oppenheimer, Chairperson

Copies: Board of Trustees, City Manager, Library Reference Desk, Staff Bulletin Board, City Clerk, Library Web Page

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MEETING MINUTES OF THE BOARD OF TRUSTEES
MARY RILEY STYLES PUBLIC LIBRARY
Held in the Mary Riley Styles Public Library
120 N. Virginia Avenue Falls Church, VA 22046
December 18, 2019

1. CALL TO ORDER AND INTRODUCTION OF GUESTS

Chairperson Stephanie Oppenheimer called the meeting to order at 7:02 p.m. The following Board members attended the meeting:

Stephanie Oppenheimer
Chet DeLong
Chrystie Swiney
Kathleen Tysse
Molly Novotny

Absence excused: Jeff Peterson

Mr. Don Camp was present via cell phone; he stated that he could not attend the Board meeting since he was on temporary work assignment in New York City.

Upon a motion duly made and seconded, the Library Board unanimously moved to allow Mr. Don Camp to participate at today's Board meeting by conference call under the resolution adopting the policy for electronic participation in meetings.

Council Liaison, Ross Litkenhous, and Planning Commission Liaison, Rob Puentes, were not in attendance.

Others present for the meeting included: Director Jenny Carroll and Lionel Millard, Project Manager.

2. RECEIPT OF PETITIONS

a) Arts & Humanities Representative

Ms. Oppenheimer's term ends in February. She will contact the liaison to see if the Board can send a representative when there is a relevant library item on the agenda.

b) Request for fine and bill amnesty in January

The Director requested that fines for overdue or billed books be waived for the month of January to encourage patrons to return their materials. Fines that are already in existence will not be waived. The issue of permanently waiving overdue fines will be brought to the Board in the future.

Upon a motion duly made and seconded, the Library Board unanimously approved that January be the month in which the library recalls as many books as possible to sort for storage or to move to the temporary location and declare amnesty on fines for books that are currently

out.

3. APPROVAL OF THE NOVEMBER 6, 2019 SPECIAL MEETING MINUTES

Upon a motion duly made and seconded, the Library Board unanimously approved the November 6, 2019 Special Meeting Minutes with minor corrections.

4. APPROVAL OF THE NOVEMBER 20, 2019 MEETING MINUTES

The minutes had substantial additions and will be given a second reading at the January meeting.

5. LIBRARY PROJECT UPDATE

Ms. Oppenheimer requested that the project update be moved up in the agenda. Mr. Millard provided an update on the library project. He stated that the work needed to prepare the trailer is complete. To finalize the preparation there will need to be a walk-through of the trailer with the school operations representative to address minor issues such as, loose tiles and damaged blinds, and cleaning. City IT services is working on issues to ensure that the trailer will be operational.

City staff has received the GMP (Guaranteed Maximum Price) package. City staff will conduct internal meetings for review and negotiation with Centennial. There will be a special library Board meeting on January 9, 2020 at 7:00pm. City staff will present the GMP to the Board for recommendation to City Council. City staff will not go to City Council on January 6th as previously reported. After an internal discussion the decision was to go to Council work session on January 13th with all of the information including the GMP. At this time the presentation will include the Q&A and lessons learned from the City Hall project. The Director stated that the City Council work session would be open. The Board asked re: having the Q&A provided to them. The Director stated that she has an email in to the City Manager asking to provide it to the Board, once he approves the request the Director will email the document to the Board. The City Council meeting on January 27th will be a regular session for final approval of the construction contract.

6. LIBRARY REPORT AND ANNOUNCEMENTS

- The legislative agenda was adopted by Council.

7. LIBRARY FOUNDATION REPORT

Mr. Camp stated that the email solicitation for the annual fundraiser is complete and the Foundation has received \$1,900 already. Checks have been coming in from the annual mailing as well. Last year approximately \$30,000 was raised during the annual fundraiser.

8. COUNCIL LIAISON REPORT

No report.

9. ARTS AND HUMANITIES COUNCIL REPORT (CATCH)

No items that affected the library were discussed.

10. FY21 Budget

The Director presented a draft of the FY21 budget. In the past the Board meeting is very close to when the budget is due to the Finance department in January. Last year the Director presented a draft in December in preparation for the January meeting and would like to continue this process moving into the future. The Director has received initial budget worksheets from Finance with a flat budget for discretionary spending. The Finance department will release official guidance later in December, however the expectation is that the discretionary budget will remain flat. Items that may affect the overall city budget are health insurance benefit costs, WMATA costs, and the schools have indicated that the school budget would be higher than the organic 3.1% growth.

Highlights include:

- Salaries/benefits – increase of .4 FTE; health benefits less than last year, however an increase has been reported to be expected.
- Maintenance and Service contracts will include accounting for custodian vacation days that DPW does not cover (they cover two weeks).
- Utilities will increase a bit. FCCPS will pay for utilities in the trailer. The library budget will cover utilities for the library building during construction.
- Office Supplies decrease due to using surplus, changing how we order, more business occurring digitally.
- Library Books will remain equivalent to last year because a majority of the year will be in the temporary location; we expect to review as we settle into the new location.
- Audiobooks/CDs – discontinued music cd's; Audiobook circulation is declining and Great Courses is no longer releasing physical audiobooks.
- DVDs – reduced due to being primarily in the temporary location for the year.
- Electronic Resources – added streaming and unlimited audio book collection in FY20 which we will maintain.
- IT Services
 - Met with IT today and expect adjustments to some of the maintenance amounts reported due to variability in increases (5% to 25%).
 - Salary and benefits for the position may increase to compete regionally.
 - No longer paying for maintenance on RFID pads and self-check machines due to discontinuing RFID technology. The library will continue to use barcode technology to track books/materials.
 - Increase in wifi access points in the new building.
 - Biblionix (ILS – Integrated Library System) change to who provides the display which translates into increase in cost.
 - Ricoh printer will be discontinued due to the move.

Unmet needs for FY21 include adding a part-time Library Assistant II to the Circulation Department. FY22 unmet needs include increasing the part-time Library Assistant II to a full-time position, increasing Utilities/Operations, and increasing the IT services position from .6FTE to full-time.

11. DRAFT Annual Report

The Director presented the Annual Report to the Board. She stated that moving forward she

would like to bring the annual report in July/August to coincide with the end of the fiscal year. In addition, staff is looking to change the format to a more graphic presentation.

Upon a motion duly made and seconded, the Library Board unanimously approved with slight changes the FY2019 Library Annual Report.

10. BUSINESS NOT ON AGENDA

None

1. ADJOURNMENT

There being no further business, upon a motion duly made and seconded, the Board of Trustees voted unanimously to adjourn the meeting at 8:57p.m.

Respectfully submitted,

Jenny Carroll
Library Director

Approved:

Stephanie Oppenheimer, Chairperson

Copies: Board of Trustees, City Manager, Library Reference Desk, Staff Bulletin Board, City Clerk, Library Web Page

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DRAFT 1/2/2020

FY21 Budget for Cost Center 7301 (Library)

Adheres to the Operating Funds per

Council/Manager/Finance Guidance

Total Discretionary Portion of Budget Must Be: \$558,244 (\$540,744)

(Includes all Temporary Salaries, Worker's Compensation, and FICA for them)

Adopted by Board on January XX, 2020

This copy has the final appropriations for salaries and benefits entered.

Account Number	Description	FY21 Amount Proposed	FY21 Total Proposed
	Compensation Portion of the Budget		
110000	Salaries—Regular FY20 \$1,145,526 Note: We are not to adjust the salary amount. It does not include the .6 Full Time Equivalent (FTE) from IT Services; the salary amount is in 1222-110000/7301-460000.		\$1,217,592
	FY20 \$1,145,526 FY21 100000 Subtotal		\$1,217,592
	Note: No adjustments to be made to benefits. The ITS .6 FTE benefits are in 1222-110000/7301-460000		
210000	FICA Benefits FY20 \$82,915 Note: FY2021 only permanent staff; temporary staff amount located in 210000 in the discretionary budget portion		\$87,328
222000	City Retirement Benefits FY20 \$49,925		\$49,336
224000	Other Post Employment Benefits FY20 \$17,342		\$17,342
230000	Health/Medical Benefits FY20 \$174,861		\$168,611
240000	Group Life Benefits FY20 \$4,823		\$3,739
250000	Disability Insurance FY20 2,654		\$2,795
	Worker's Compensation Benefits		

272000	FY20 \$1,866 Note: FY21 only permanent staff; temporary staff located in 272000 in the discretionary budget portion		\$1,955
287000	Deferred Compensation Payment FY20 \$8,840		\$13,520.00
	FY20 \$348,930 FY21 200000 Subtotal		\$344,626
Discretionary Portion of the Budget			
130000	Salaries—Temporary FY20 was \$72,750 Note: This line item includes salaries for 45 hours of temporary pages (currently 5 pages) and 35 hours of temporary substitute LAIs. This is considered part of the discretionary budget, not compensation and so is subject to the limitations for the discretionary budget. FY20 we are working on changing the Senior Page position (.6 FTE) to a Library Assistant I (1.0 FTE). \$17,500 in funds from the temporary salaries in the discretionary portion of the budget has been moved to the Compensation portion of the budget to cover the difference.		\$55,042.00
	FY21:		
	*5 pages (45 hrs/wk x 50 wks x \$9.53/hr)	\$21,442.00	
	*6 Library Assistant I substitutes for Ref, Circ, YS (35 hrs/wk x 50 wks x \$19.20/hr)	\$33,600.00	
	Note: All temporary salaries include a 3% increase if the employee has completed their year of probation, has a "meets requirements" performance evaluation for FY21, and 3% is the percentage given to regular City employees.		
	FY20 \$72,750 FY21 100000 Subtotal		\$55,042
210000	FICA Benefits for Temporary employees FY20 \$5,565 Note: This line item is FICA costs for the temporary salaries (6 pages @ 60 hours; 6 LAI subs @ 46 hours) which are considered part of the library's discretionary costs.		\$4,211
272000	Worker's Compensation FY20 \$119		\$68
	FY20 \$5,684 FY20 200000 Subtotal		\$4,279
312000	Professional Services FY20 was \$0 Note: Professional services for the renovation and expansion will come out of CIP monies, not this operating budget.		\$0
	Repair and Maintenance		

331000	FY20 \$200 Note: Covers locksmith and vaccuum repair; elevator & fire extinguisher inspections covered by DPW per K. Crandall		\$200	
332000	Maintenance/Service Contracts FY21 Custodial Leave \$800/wk x 2 = \$1,600 FY20 \$0.00 budgeted; need to add \$ for shredding & custodial leave *ShredGuard \$45/mo x 7 = \$315 *Custodial Leave \$800/wk x 2 = \$1,600 Note: Custodial services for weekends are covered by DPW as well as two weeks for librarian custodian vacation. Additional weeks will be charged at \$800 per wk and covered by the library budget.		\$1,600	
350000	Printing and Binding FY20 was \$300 Note: Printing includes banners for SRP that need special artwork, business cards, envelopes and lawn signs (occasionally).		\$150	
380701	Interlibrary Loan Services FY21 est. \$59.13 + 5% = \$61.99 OCLC access fee \$62/mo x 12 = \$744 FY20 \$750 OCLC access fee (also includes World Cat) is \$60/mo x 12=\$720yr Note: Costs defrayed by ILL postage charges that are paid by patron and credited to this account. FY20 increasing account for potential increase in requests due to move to temporary location.		\$750	
FY19 \$1,050		FY20 300000 Subtotal	\$2,700	
IT SERVICES (1222)				
FY19 was \$135,696				
\$143,161 actual ITS expense including compensation and discretionary. Compensation does not go toward discretionary funds total per M. Ryman. Total discretionary ITS budget is \$74,932.				
Includes IT supplies, equipment, etc. and actually is located in 1222 (IT budget) and then credited back to library at end of year.				
Note: Operating expenses increased as charges for FIOS moved from 7301 to 1222; 1222-110000 salaries and benefits adjusted.				
<u>Account includes:</u>				
1222-110000 Salaries & Benefits - Regular FY19 was \$63,200 .6 FTE salary/benefits				\$71,603
1222-312000 Professional Services FY19 was \$0				\$0
1222-331000 Repairs/Maintenance FY19 was \$250				\$0

1222-332000 Equip. Maint. Contracts FY21 total \$5,275 FY20 total \$6,230	
INCLUDES:	
4 staff RFID workstations/1 self-check maintenance FY20 \$0 Note: FY20 Did not renew service; discontinuing RFID technology	\$0
Maintenance Renewal for Public LAN hardware (Cisco Smartnet) Wireless Firewall \$90 + switches \$205 x 2 + switch \$55 FY20 \$800	\$900
1 ViewScan reader-printer maintenance; Discontinued: 1 Minolta microfilm/fiche reader printer FY20 actual \$918.75	\$966
Public HP Servers (3 total) FY20 actual \$1,879.20	\$2,350
IPS/IDS (Intrusion Prevention System/Intrusion Detection System) for Public Network Replacement in FY21 FY21 Maintenance/Hardware included - in 1222-820700 FY22 Maintenance	\$0
Public Enterprise Wireless FY21 - Estimate: 16 x (\$11+ \$88) + \$45 for switch FY20 \$840 8 access points @ \$99 ea. (\$11 for the device + \$88 for the cloud controller) +\$45 for switch	\$1,710
1222-332005 Software Maint. Contracts FY21 \$33,838 FY20 \$31,842	
INCLUDES:	
Biblionix/Apollo ILS FY20 actual \$13,010 Note: Includes - Automation Annual Subscription (\$8,000), Acquisitions Option (\$2,175), Content Cafe2 Plus Option (Discontinued FY20 mid-year), Unbound (\$2,500 - similar to Content Cafe), Gabbie Option (\$435)	\$13,110
Novelist Select/Library Aware (was in 6050) FY20 actual \$4,189 *Receiving a credit b/c invoice was incorrect (\$4,315) Note: Used with Biblionix/Apollo public catalog component; Library of Virginia picked up Novelist Plus & Novelist K8 in October 2018	\$4,315
Clean Slate Educational License/Central Control Educational - Public Computer system and privacy management FY20 actual \$270.50	\$300

460000

Presto for DB/TextWorks yearly maintenance - Database and forward facing system for Local History FY21 Est. - \$3,030 + 2% = \$3,090.60 - \$3,100 FY20 actual \$3,030 (received invoice; due Dec. 15)	\$3,100
Pharos - Print and time management system for public computers FY20 actual \$1,819	\$1,900
MSoftware Enterprise & SQL for public FY21 Added 5% increase FY20 \$3,950 Note: In FY19 the contract will be renewed with a new license structure; could include an increase.	\$3,950
2 VMware ESXi maintenance - Virtualized servers FY21 Added 5% increase to FY20 actual FY20 actual \$2,309.76	\$2,425
Trend Micro for public - Anti-virus protection FY21 Added 5% increase to FY20 actual FY20 actual \$971.25	\$1,020
VEEAM backup licenses maintenance - Back-up system for the virtual system FY21 Added 5% increase to FY20 amount FY20 \$1,440	\$2,200
Web Clarity (Bookwhere) - Cataloging application FY20 actual \$237 Note: Reduced to one license per staff use.	\$250
Websense for public - Internet filtering FY21 Added 5% increase to FY20 amount FY20 \$650 Note: Cost covers the LAN computers subscription and tech support license.	\$683
Open DNS licenses covered in 1220 FY21 Added 5% increase to FY20 amount FY20 \$300 Note: Webfiltering for public wifi; new service under consideration.	\$300
CivicPlus Website Maintenance FY20 \$753	\$760
1222-520100 Postage FY19 was \$35	\$35

\$74,599

1222-520300 Telecommunications Services FY21 \$380 x 12 = \$4,560 FY20 \$4,575 Note: Include FIOS (internet for public) here for FY20 Other Telcom charges are for staff related equipment and included in 7301-520300	\$4,575
1222-540100 Lease Equipment FY20 \$7,700	
Includes:	
Xerox color public printer lease FY21 \$425/mo x 12 (incl copies cost) + \$100 to cover increases if necessary	\$5,200
1 Ricoh public copier lease and maintenance Note: FY20 Discontinued Dec/Jan due to move	\$0
1222-550100 Mileage FY20 \$0	\$0
1222-550400 Travel/Conferences FY20 \$0	\$0
1222-550500 Training FY20 \$0	\$0
1222-580100 Dues/Memberships FY20 \$0	\$0
1222-601400 Other Operating Supplies FY20 \$350 Note: Monies from 1222-331000 moved to this account per IT. Includes items such as UPS batteries, patch cords, etc.	\$350
1222-820700 Computer Equipment FY20 \$16,000 Note: Miscellaneous computer items which may include: new Jamex machines for public printers; items needed for operations in temporary location.	\$16,000
1222-820900 Software (new purchases) FY20 \$8,200 Note: New purchases may include - VMWare 6.0 purchase for FY2020 \$4500; purchase of new print/time management system.	\$8,200
FY20 Total: \$143,161 Note: Currently Wi-Fi service is free, however, the franchise agreement is up for renewal. No formal negotiations have taken place, but they have indicated via letter that they will honor the current no cost contract for the library's Wi-Fi. However, RCN has been purchased by another company, so if the new company decides to charge for the Wi-Fi, we will need to see what other vendors charge for the service. Those costs have NOT been included in the FY20 7301 or 1222 budgets.	

	FY19 \$143,161	FY20 400000 Subtotal		\$146,202
510100	Electrical Services FY21 est. \$3,000 x 12 + \$36,000 Note: Utilities will be paid for by FCCPS in temp location; Continue to pay utilities for 120 N. Virginia during construction FY20 \$33,800			\$36,000
510200	Heating Services FY20 \$2,700 Note: Still using credit from FY17; reduced due to credit & not in building majority of the year			\$2,000
510300	Water and Sewer Services FY20 \$2,420			\$2,700
520100	Postal Services FY20 \$750 FY21 projected costs allow for: Package returns, regular mail Note: Interlibrary Loan fees (\$4 each) covers postage, which is credited to the 380700 Interlibrary Loan line.			\$600
520300	Telecommunications FY20 \$8,016			\$6,556
	FY21 projected costs allow for:			
	Language line		\$100	
	Smartphone costs: \$50/mo x 12=\$600		\$3,240	
	Paetec landline: \$260/mo x 12 = \$3,120 FY20 increased based on FY19 average		\$2,940	
	Airwatch MDM for smart phone and Surface pros: 8 Staff mobile devices (phone, tablets, surface book, 2 laptops) x \$12/yr for maintenance = \$72		\$276	
Note: Long distance charges are prorated among all City departments. Language line costs depend on the length of the call and language that needs to be translated.				
540100	Lease /Rental of Equipment FY20 \$0 Note: Ricoh and Xerox for the public contract paid for out of 1222-5401.			\$0
540500	Credit Card Fees FY20 \$1,200 FY21 Projected costs allow for: 1 year of fees related to accepting credit cards as payment - \$100/mo x 12 = \$1,200			\$1,200
550100	Travel-Mileage FY20 \$870 FY21 projected costs allow for: 1,500 miles to travel to local workshops, conferences, meetings			\$870

601100	FY20 \$700 Note: Includes uniforms/shirts and steel toed shoes which increased in price for custodian.		\$700
601400	Other Operating Supplies FY20 \$12,000 FY21 projected costs allow for: 5,000 Library cards @ \$1.00/ea = \$5,000 5,000 Patron barcodes @ \$450 24,000 Item barcodes @ \$510 AV replacement boxes @ \$1,000 100 earbuds for public @ \$1/ea= \$100 50 headphones for public @ \$1.25/ea=\$62.50, rounded up to \$65 Flash drives \$200 Miscellaneous costs \$4,675 Note: Flash drives sold to public @ \$8/ea. Earbuds, not headphones, are sold to public @ \$1/ea. Note: RFID technology discontinued.		\$12,000
601800	Library Books FY20 \$100,000 FY21 projected costs allow for: Reference: \$8,000 Adult Fiction and Non-fiction: \$63,000 Children's and Young Adult: \$28,000 Note: FY21 the library will be in the temporary location a majority of the year with limited shelving, processing and storage space. Projected costs for each section listed above may be adjusted depending on collection needs during the transition to the new building.		\$100,161
602000	Records & Tapes (CDs & Audiobooks) FY20 \$10,000 Note: Music CDs discontinued in FY20 Note: Freegal paid out of Foundation funds and book sale monies		\$8,000
602200	Library Periodicals FY20 \$13,455 FY21 projected costs allow for (with a 5% increase): Cox (print mags), \$12,000/yr Korean Daily, \$225/yr NYT, \$1,000/yr No. VA Magazine, \$25/yr USA Today, \$325/yr VOYA, \$60/yr Wall Street Journal, \$450/yr Washington Post, \$400/yr Washington Times, \$125/yr Note: RBDigital Magazines (formerly Zinio) titles (eMagazines) are located in 6050.	\$11,445 \$225 \$1,100 \$25 \$340 \$50 \$540 \$350 \$125	\$14,200
	DVDs		

602400	FY20 \$10,000 Note: Library will be in the temporary location for a majority of the year.		\$8,000
605000	Electronic Resources FY20 \$177,352 FY21 projected costs allow for: ProQuest (includes National newspapers, Historic newspapers, & HeritageQuest) FY20 actual \$7,542 Morningstar database FY20 actual \$1,320 B&T Title Search FY21 actual \$968 Washington Consumer Checkbook online FY20 actual \$200 Overdrive subscription (eBooks only): \$10,000 of that is a \$5K platform fee and a \$5K credit towards material. FY20 \$104,059 Overdrive subscription (eAudiobooks) FY20 \$37,580 RBDigital Magazines (formerly Zinio) FY20 \$2,350 Note: We were billed for 4 months (July-Oct 2019) to reset the billing cycle. Consumer Reports online FY20 \$2,120 WebDewey FY20 \$325 RBComics Note: Comics Plus no longer supported starting April 2019. Streaming services FY20 \$15,000 FY19 Kanopy \$8,000; RB Digital \$4,500 Note: Exploring streaming services including Kanopy and RBDigital Streaming. RB Digital eAudiobooks Unlimited Collection Note: Novelist was moved to 1222. Note: Freegal paid by Foundation and book sale. Note: Wowbrary paid by memorial.	\$8,739 \$1,360 \$968 \$200 \$104,000 \$37,000 \$2,500 \$2,179 \$354 \$2,000 \$11,500 \$11,500	\$182,300
	FY19 \$340,946	FY20 600000 Subtotal	\$338,818
609900	Materials from Donations (Book Sale) Note: Book sale will not occur during the time the library is in the temporary location. Book discussion group books and food to be paid out of Memorial Monies and/or Foundation request.		

609910	Memorial Monies		
	FY21 Compensation Total (Regular Salaries/Benefits)		\$1,633,821
	FY21 Discretionary Total		\$540,744
	FY21 Budget Total		\$2,174,565

Unmet needs for the FY21 budget Board to set priorities	
Priority Order	Description of Need Not in Priority Order
	FY20 working on changing Senior Library Page (.6 FTE) to Library Assistant I (1.0 FTE). Funding has been moved from Discretionary to Compensation to cover the difference in FY21. No longer an unmet need if the change is finalized in FY20.
	Total Request for FY21 Unmet Needs \$0
Future Planning: FY22 Needs Not in Priority Order	
Priority Order	Description of Need
	Utilities/Operations increase due to larger building. Approximate costs include \$8,775 increase to utilities and \$9,000 increase to supplies in maintenance, office, and operations.
	Full-time IT Services PM/Systems Engineer. Currently the library budget includes a .6 FTE PM/Systems Engineer at \$68,229 (includes salary and benefits). Approximate cost \$140,000 including salary and benefits.
	Total Request for Future Planning in FY22: \$157,775

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY Totals
ADULT COLLECTION													
Non Fiction													
NEW	1,456	1,462	1,275	1,261	1,298	1,049							7,801
Ref/Pro/Off Ref	8	5	1	5	0	1							20
000-099	89	90	72	77	71	74							473
100-199	196	172	124	134	170	147							943
200-299	108	79	101	133	90	95							606
300-399	491	430	402	434	388	368							2,513
400-499	47	51	37	39	47	31							252
500-599	124	102	128	125	128	122							729
600-699	589	567	539	455	502	511							3,163
700-799	452	360	319	285	344	295							2,055
800-899	149	120	128	146	152	135							830
900-999	390	325	323	290	346	394							2,068
Travel	778	800	609	462	446	383							3,478
Biography	185	183	141	146	141	138							934
Folio	15	17	11	12	6	10							71
3 day loan	0	0	0	0	0	0							0
Total Adult Non Fiction	5,077	4,763	4,210	4,004	4,129	3,753	0	0	0	0	0	0	25,936
Fiction													
NEW	1,239	1,199	1,059	1,026	990	964							6,477
Fiction	2707	2,599	2,225	2,153	1,885	2,010							13,579
Mystery	806	731	592	615	611	651							4,006
SF/Fantasy	438	405	359	307	342	341							2,192
Romance	94	109	71	67	95	109							545
Graphic Novel (Adult/YA)	412	438	329	250	199	226							1,854
Total Adult Fiction	5,696	5,481	4,635	4,418	4,122	4,301	0	0	0	0	0	0	28,653
Other													
Book Club Kits	8	9	11	8	2	6							44
Large Print (Fic & NF)	269	240	211	201	153	139							1,213
Paperbacks	0	0	0	0	0	0							0
Periodicals (adult, J, YA)	293	266	252	249	262	270							1,592
Machine Readable Data (remove line)	0	0	0	0	0	0							0
Unassigned	1	0	0	0	0	0							1
Total Other	571	515	474	458	417	415	0	0	0	0	0	0	2,850
Total Adult Circulation	11,344	10,759	9,319	8,880	8,668	8,469	0	0	0	0	0	0	57,439
JUVENILE COLLECTION													
Non-Fiction	2409	2,176	1,709	1,780	1,537	1,093							10,704
JOff/Ref/Pro	1	3	1	1	7	3							16
Parents	65	112	112	74	74	63							500
Teachers	8	22	10	9	5	4							58

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY Totals
Jbiography	457	420	308	400	303	184							2,072
Total JUV Non-Fiction	2,940	2,733	2,140	2,264	1,926	1,347	0	0	0	0	0	0	13,350
Fiction	2647	2,785	2,083	1,704	1,502	1,251							11,972
J Graphic Novels	1,316	1,333	1,075	1,094	978	833							6,629
J-Beg	1,709	1,599	1,353	1,201	1,204	939							8,005
JE Picture Books	4793	4,829	4,181	4,084	3,583	2,589							24,059
Books to Go	239	133	148	191	128	88							927
JE-easy	2,075	1,838	1,619	1,498	1,340	1,138							9,508
Other (Holiday/Language)													
Holiday	0	0	0	0	0	0							0
Language	148	115	167	107	92	82							711
Board Books	1,071	1,023	826	877	866	645							5,308
Series Books	0	0	0	0	0	0							0
Total Juv Fiction	13,998	13,655	11,452	10,756	9,693	7,565	0	0	0	0	0	0	67,119
Total Juvenile	16,938	16,388	13,592	13,020	11,619	8,912	0	0	0	0	0	0	80,469
YOUNG ADULT COLLECTION													
YA Fiction	892	725	410	369	355	363							3,114
YA Non Fiction	118	116	73	51	69	72							499
Storage	0	0	0	0	0	0							0
Total YA	1,010	841	483	420	424	435	0	0	0	0	0	0	3,613
Total Juv + YA	17,948	17,229	14,075	13,440	12,043	9,347	0	0	0	0	0	0	84,082
AUDIO VISUAL COLLECTION													
Audiobooks Adult	544	580	448	479	363	390							2,804
Audiobooks Juvenile	440	328	192	216	175	146							1,497
Audiobooks YA	25	16	11	17	9	14							92
Compact Discs Adult	380	435	41	0	0	0							856
Compact Discs Juvenile	107	102	12	0	0	0							221
DVD Adult	3603	3,565	2,982	2,916	2,705	3,035							18,806
DVD Juvenile	1684	1,620	1,189	1,094	990	716							7,293
Teaching Company sets	211	207	167	196	157	149							1,087
JY Audio (Book/CD set)	50	59	93	74	54	15							345
Total AV Circulation	7,044	6,912	5,135	4,992	4,453	4,301	0	0	0	0	0	0	32,837
Overdrive eBooks	4,923	4,875	4,366	4,129	4,210	4,802							27,305
RB Digital ebooks	4	2	2	2	5	5							20
Total eBook Circulation	4,927	4,877	4,368	4,131	4,215	4,807	0	0	0	0	0	0	27,325
Total Freegal Circulation	1,818	1,608	1,734	1,677	1,740	1,845							10,422
Overdrive eaudiobooks	2,288	2,281	2,178	2,205	2,143	2,342							13,437
Rbdigital eaudiobooks	71	92	107	166	205	160							

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY Totals
RB Digital Magaz. replaced Zinio 10/23	722	969	995	908	883	857							5,334
RB Digital Comics		9	27	4	3	0							
RB Digital Entertainment		82	316	42	304	256							
Kanopy Streaming	256	623	856	714	741	896							
Total Digital Collection	10,082	9,827	9,382	9,087	9,186	10,011	0	0	0	0	0	0	57,575
1 Week Loan Obj (backpacks, umbrella)	4	4	0	7	0	0							15
3 Week Loan Object (gardening kits)	0	0	0	1	0	0							1
Thermal Cameras	5	2	3	2	3	7							22
Toy Kits													0
TOTAL Circulation	45,417	43,892	37,431	35,988	33,929	31,700	0	0	0	0	0	0	228,357
Pedestrian Count	13,238	11,842*	8,490	8,256	7,908	8,502							46,394
Web Site Views	33,603	31,106	29,028	27,885	25,889	24,456							171,967
Computer Use	* counter was out of commission for 8 days; often is out for an average of 8 days/mo.; one measure of visitors												
Downstairs (logons) 10 Computers	686	653	529	608	508	476							3,460
Downstairs (minutes)	55,206	46,263	38,761	40,149	37,384	34,735							252,498
Upstairs (logons) 8/6 Computers	211	226	193	216	158	164							1,168
Upstairs (minutes)	8,128	9,247	6,174	5,413	5,818	6,630							41,410
Juvenile (logons) 2 Computers	63	74	66	62	54	45							364
Juvenile (Minutes)	5,539	5,714	5,956	6,030	3,262	2,087							28,588
Total logons (18 workstations)	960	953	788	886	720	685	0	0	0	0	0	0	4,992
Total minutes (18 workstations)	68,873	61,224	50,891	51,592	46,464	43,452	0	0	0	0	0	0	322,496
* pharos computer use drops significantly due to a change that made the system more efficient													
Public Printers													
B&W Printer (Ricoh)--formerly "upstairs"													
Jobs	399	490	306	445	407	329							2,376
Pages	1,530	1,503	1,073	1,183	1,380	928							7,597
Color Printer (Xerox)--formerly "downstairs"													
Jobs	120	90	66	77	48	75							476
Pages	287	337	318	209	110	207							1,468
Amount Billed	\$197.30	\$225.10	\$152.30	\$169.75	\$179.90	\$173.10							\$1,097
Total Number of Jobs	519	580	372	522	455	404	0	0	0	0	0	0	2,852
Total Number of Pages	1,817	1,840	1,391	1,392	1,490	1,135	0	0	0	0	0	0	9,065
Reserves													
Total Reserves	3,252	2,943	2,754	2,631	2,559	2,527							16,666
Total Renewals													
Total Automatic Renewals	0	0	0	0	5,245	6,181							11,426
Self Checkout Transactions	10,423	10,210	7,785	7,503	7,862	0							43,783
Patron Notices													
Overdue Notices													ON HOLD
Reminder Notices													ON HOLD

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY Totals
Patron Statistics													
Employee/Other	168	169	168	170	176	178							
City Adult	8,244	8,345	8,415	8,451	8,496	8,532							
City Senior	1,865	1,887	1,910	1,931	1,953	1,964							
Total City Adult	10,277	10,401	10,493	10,552	10,625	10,674	0	0	0	0	0	0	0
City YA	1,290	1,297	1,316	1,325	1,317	1,316							
City Juv	1,251	1,247	1,384	1,367	1,358	1,350							
Total City Juv	2,541	2,544	2,700	2,692	2,675	2,666	0	0	0	0	0	0	0
Total City Patrons	12,818	12,945	13,193	13,244	13,300	13,340	0	0	0	0	0	0	0
<i>* cleaned up data-- got rid of previous employees and shifted admin cards.</i>													
Out of City Adult	14,214	14,348	14,458	14,535	14,595	14,681							
Out of City Senior	3,500	3,538	3,585	3,627	3,662	3,695							
Total Out of City Adult	17,714	17,886	18,043	18,162	18,257	18,376	0	0	0	0	0	0	0
Out of City YA	1,153	1,169	1,172	1,167	1,170	1,166							
Out of City Juvenile	868	863	857	843	834	825							
Total Out of City Juv	2,021	2,032	2,029	2,010	2,004	1,991	0	0	0	0	0	0	12,087
Total Non City Patrons	19,735	19,918	20,072	20,172	20,261	20,367	0	0	0	0	0	0	0
Total Registered Patrons	32,553	32,863	33,265	33,416	33,561	33,707	0	0	0	0	0	0	0
# New Patrons Added	264	301	411	210	169	157							1,512
Gabbie													
Unique Numbers	550	576	552	525	412	380							2,995
Successful Renewal	361	382	370	364	260	223							1,960
Total Messages Sent/Received	2,613	2,495	2,378	2,430	1,834	1,769							13,519

	BOOK SALE COLLECTIONS	Book Bags COLLECTIONS
FY2020 BUDGET		
JULY	\$1,166.97	\$22.96
AUGUST	\$1,041.70	\$7.00
SEPTEMBER	\$3,338.70	\$1.00
OCTOBER	\$1,474.44	\$2.00
NOVEMBER	\$810.09	\$2.00
DECEMBER	\$453.66	\$0.00
JANUARY	\$0.00	\$0.00
FEBRUARY	\$0.00	\$0.00
MARCH	\$0.00	\$0.00
APRIL	\$0.00	\$0.00
MAY	\$0.00	\$0.00
JUNE	\$0.00	\$0.00
Total Book Sale	\$8,285.56	
Total Book Bag Sale	\$34.96	
TOTAL FUNDS RAISED TO DATE	\$8,320.52	

MEMORIALS FY2020	
JULY	
Misc. Cash Rung in at Register	\$41.91
AUGUST	
Misc. Cash Rung in at Register	\$48.07
SEPTEMBER	
Misc. Cash Rung in at Register	\$29.64
OCTOBER	
Neil Cohen	\$250.00
Misc. Cash Rung in at Register	\$69.41
NOVEMBER	
Frederick Winter	\$150.00
Misc. Cash Rung in at Register	\$22.65
DECEMBER	
MRSPL Foundation INC	\$4,150.00
Khyati Nayak	\$60.00
Misc. Cash Rung in at Register	\$10.11
JANUARY	

Misc. Cash Rung in at Register	\$0.00
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FEBRUARY

Misc. Cash Rung in at Register	\$0.00
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MARCH

Misc. Cash Rung in at Register	\$0.00
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APRIL

Misc. Cash Rung in at Register	\$0.00
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MAY

Misc. Cash Rung in at Register	\$0.00
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JUNE

Misc. Cash Rung in at Register	\$0.00
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MEMORIAL FUNDS RAISED TO DATE	<u>\$4,831.79</u>
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