

**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 14, 2022**

This meeting was recorded. All members of the public may view this video of this meeting on the City's website at <http://www.fallschurchva.gov/webcasts>

**1. CALL TO ORDER**

Chairperson Jeff Peterson called the meeting to order at 6:03 p.m.

**2. ROLL CALL AND INTRODUCTION OF GUESTS**

The following Board members attended the meeting, exceptions noted:

Bizzy Bracken (Absence excused)  
Patrick Cronin  
Janis Johnson  
Jessie Labukas  
Jeff Peterson  
Molly Novotny  
Elise Stein

Others present for the meeting included: Council Liaison Marybeth Connelly and School Liaison Sue Dimock who both attended virtually, Library Foundation Chair Jess Sabo, Library Director Jenny Carroll and Sr. Administrative Assistant Claudia Gutierrez.

**3. RECEIPT OF PETITIONS**

There was a request from the Planning Department to Boards and Commissions to provide comments about the East End Small Area Plan. The Board didn't have any comments.

The Library Director received one email from a resident asking to increase hours on the weekend. No specifics were given.

**4. APPROVAL OF NOVEMBER 16, 2022 MEETING MINUTES**

**Upon a motion duly made by Ms. Novotny and seconded by Mr. Cronin, the Library Board approved the November 16, 2022 Meeting Minutes.**

**APPROVAL OF NOVEMBER 9 STRATEGIC PLANNING PRE-RETREAT MINUTES**

**Upon a motion duly made by Ms. Stein and seconded by Mr. Cronin, the Library Board approved the November 9, 2022 Strategic Planning Pre-Retreat Minutes.**

**APPROVAL OF NOVEMBER 15 STRATEGIC PLANNING RETREAT MINUTES**

**Upon a motion duly made by Ms. Novotny and seconded by Ms. Elise, the Library Board**

approved the November 15 Strategic Planning Retreat Minutes.

## 5. LIBRARY REPORT AND ANNOUNCEMENTS

- For the 14<sup>th</sup> year, the library was named a 4-Star library by the Library Journal based on the 2020 data which included part of the year affected by the COVID pandemic. Metrics used for this award are: library visits, electronic and physical materials circulation, programming attendance, internet/computer use, public Wi-Fi sessions, electronic retrievals and library website visits. The 2023 report from Library Journal will reflect the full impact of the pandemic. The award has been posted on social media and a press release was suggested to be released as well.
- Two vacancies have been filled: Lisa Chavez was promoted as the Circulation Supervisor and Sami Youaw to the Library Technician Coordinator. Now two Library Assistant I positions are open for the Circulation Department.
- On January 9, 2023 Project Manager Lionel Millard will present the Library Project closeout to City Council. Library Construction Oversight Committee (LCOC) participants will be invited. Also, a library tour will be scheduled for City Council and the LCOC.
- The Director received a draft of the Strategic Plan from ReThinking Libraries consultants. Management Team provided feedback which will be incorporated into a new draft to be presented to the Board in the January meeting if ready. Once the draft is finalized and approved, the consultants will work with Management Team on a 12-month work plan. There was a discussion about the timeline process for public discussion and the implementation of the Strategic Plan.
- The Director will be on leave from December 16 thru January 3.

## 5. LIBRARY FOUNDATION REPORT

- The Foundation has a new database which now is able to send automatic thank you letters to donors.
- The email newsletters are coming out. Ms. Sabo encouraged the Board to spread the word and forward it to family and friends.
- The Annual Campaign is active. The Foundation usually receives donations from December thru February.
- The Foundation designed bookmarks and coffee mugs, stickers, handouts, and flyers to promote the donating to the Library Foundation. These are found at the front desk.
- Ms. Sabo provided information about their donation target.
  - Nationally, the average library gets 11% of its total income from private funding. The Mary Riley Styles Public Library receives less than 1%.
  - This year the Foundation gave \$22,000 to the library. That is up from \$8,300 in 2019.
  - The Foundation would like to reach the goal of 5% of the number of cardholders as the

number of donors. In 2021 there were about 350 donors which was less than 1.5% the number of cardholders.

- In 2021 the Foundation received \$56,112 in donations from individuals. That's up from \$36,957 in 2019. If the Foundation is able to boost total donations by 3.8 times, they would receive \$213,225 in donations.
  - With donations the Foundation had funded summer reading prizes, materials for book clubs, Saturday morning performers, VOX books for children, and provided funds to purchase book carts to use for book sale displays.
- The Chet DeLong Award recipient for this year is Beth Meadows. This award is for staff or volunteers who have outstanding dedication to the library.

## **6. COUNCIL LIAISON REPORT**

- City Council is currently in recess.
- At last Monday's Council meeting, there were conversations about budget guidance including projections from the City CFO Kiran Bawa. The prediction for City budget is to increase by 4.2%. The School Superintendent and the City Manager have needs that exceed that increase.
- The T-zone proposal is in the works with Planning Commission and will probably be submitted to a vote in January. There have been a lot of comments from the public, concerns and misinformation about this proposal. Planning Commission is working on addressing all the comments and concerns from the public.
- The residential speed limit in some streets will be reduced to 20 mph and will go into effect next year. Traffic calming measures and pedestrian safety will be implemented as well. The police department completed a study to identify traffic models for traffic enforcement, including the potential use of speed cameras on different roads and during school hours.

## **6. SCHOOL BOARD LIAISON REPORT**

- School board heard a presentation about the Compensation Study Overview.
- The School Board issued a statement against hate.
- There was a presentation for the Schools' CIP. There are funds to bid for a secured entrance at Oak Street Elementary School.
- Calendars for the next two years were approved. School will start two weeks before Labor Day and will end earlier in June.
- Last night School Board member Phil Reitingger announced that he will be stepping down from the School Board in January. There will be a process to apply this the vacant position.

## **8. APPOINTMENT OF ARTS AND HUMANITIES COUNCIL REPRESENTATIVE**

The Board discussed having a Board representative attending the Arts and Humanities Council

meetings. Ms. Jess Labukas volunteered to attend these meetings temporarily.

## **9. DRAFT 2023 LEGISLATIVE AGENDA**

The agenda is very similar to last years. It included the request for fully funding State Aid at \$2.5M. Funding is currently is at 74% of full funding. There is also a request to change the language regarding qualification for becoming a member of a Board or Commission.

**Upon a motion duly made by Ms. Novotny and seconded by Ms. Elise, the Library Board approved the Legislative Agenda as presented.**

## **10 FY2024 BUDGET PREVIEW AND DISCUSSION**

The Director presented a review of issues and priorities for the FY2024 budget. It included the resolution from City Council regarding budget guidance and the four priority areas from the draft Strategic Plan. Also included were priorities for operating costs, materials, library hours, and a request for the Library Board's priorities. There was a discussion about library hours for weeknights and weekends. Each of the Board members expressed their preference for where they want additional hours. This discussion will continue and be part of January's meeting.

**Note: The preview budget presentation is attached to these minutes.**

## **11. ADJOURNMENT**

**There being no further business, upon a motion duly made by Ms. Stein and seconded by Ms. Labukas, the Board of Trustees voted unanimously to adjourn the meeting at 8:00 p.m.**

Respectfully submitted,

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Jenny Carroll  
Library Director

Approved:

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Jeff Peterson Chairperson

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

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# FY2024 Library Budget Preview

# Overview

- Budget Guidance to date
- Priorities
  - Strategic Plan findings to date
  - Operating Costs
  - Materials
  - Question of Hours and Staffing
- Potential reductions to meet priorities
- January & February meetings

# Council Budget Guidance to Date

- Priorities
  - Investment in City Work Force
  - Public Safety
  - Affordable Housing
  - Transportation
  - Safe Construction and Development
  - Stormwater

# Council Budget Guidance to Date

- Continue the spirit of cooperation with the schools
- Strive to be within organic tax revenue growth (currently projected at 4.2% over FY23 budget)
- Avoid issuance of new debt and use of Capital Reserves to fund core community capital needs
- Seek to sustain funding for professional development and training, and ensure employee compensation is competitive
- Fund improvements for business district
- Sustain higher levels of funding for streets, signals, sidewalks including staff to deliver
- CIP continue use of NVTAs funds
- Address funding for WMATA
- Continue progress with funding for affordable housing
- Promote racial and social equity in the allocation of public dollars
- Implement & fund the Energy plan
- Fund improvements to storm water



# Priorities - Strategic Plan

## FOUR FOCUS AREAS

- Further elevate programming, resources, & spaces
- Expand outreach, partnerships & collaboration with a focus on underserved
- Enhance community & City leadership awareness and engagement
- Increased investment in staffing to expand access & hours

# Priorities - Operating costs

- Utilities
  - Electricity – increased costs; working with City staff to evaluate
- Operating supplies
  - Increase in number of toilets
  - Increase in square footage
  - Cost of green cleaning supplies in compliance with LEED
- IT needs
  - Storage for public side

# Materials

- Current spending
- Ebooks/eaudio popularity
- Phasing out physical audio books over 2 year period

# Library Hours

- What is the board's priority?
- Weekends
  - Saturday
    - Add hours in 3-5pm range
  - Sunday
    - Add hours in 3-5pm range
    - Move opening later e.g. 12-5pm, 1-5pm
- Weeknights
  - Thursday increase to 8pm
  - 8-9pm hour

# Library Board Priorities

- Strategic Plan items
  - Programming
  - Outreach
  - Awareness/Engagement
  - Staffing
- Materials
  - Physical
  - eResources
- Library Hours
  - Expanding – adding more hours
  - Reprogramming – using 54 hours & reconfiguring