LIBRARY BOARD OF TRUSTEES MEETING AGENDA

I. PUBLIC COMMENT
   1. Deb Smith-Cohen, President, Fairfax County Public Library Employees’ Assoc.

II. MINUTES
   A. February meeting
   B. Board retreat

III. PRESENTATION – Department of Management and Budget

IV. CHAIR’S REPORT

V. COMMITTEE REPORTS
   A. Library Foundation – Willard Jasper
   B. Finance Committee – Miriam Smolen
   C. Ad Hoc Planning Committee – Charles Fegan
   D. Public Relations – Fran Millhouser
   E. Ad Hoc Policy Committee – Gary Russell

VI. DIRECTOR’S REPORT
   A. LOBs Phase II-Consistent Hours
   B. Access Services-Berkey Awards
   C. Government Center, Room 11

VII. CONSIDERATION ITEMS

VIII. ACTION ITEMS
   A. Update to Policy P Regarding the Naming of Libraries
   B. Deletion of Policy Q Regarding Cable Channel 44 Pre-recorded Programs
   C. Update to Policy V Internet Use
IX. ROUNDTABLE

X. INFORMATION ITEMS
   A. Monthly Statistical Snapshot, February 2017 (To be provided at the meeting)
   B. Incident Reports, February 2017
MINUTES
Chair Karrie Delaney called the meeting to order at 7:02 p.m.

I. Public Comment:
   1. Public Comment: Deb Smith-Cohen, President, Fairfax County Public Library Employees Association (attached)
   2. Public Comment: Gail Vass

II. Minutes:
Mr. Ewing moved to approve the December minutes, and Mr. Donovan seconded it. The motion passed unanimously.

III. Chair's Report: Chair Delaney
The Board held its Retreat on January 28, 2017 and discussed a number of topics, including setting its priorities. The Board also had a joint meeting with the Board of Supervisors. This meeting was very productive and continued a positive relation with the Supervisors. The Library Board was able to share all of the accomplishments of the past year as well have an open dialog and answer questions for the Board of Supervisors.

IV. Committee Reports
   A. Library Foundation: Willard Jasper – There are two new scholarships funds available, one funded by the George Mason Friends, an annual award for $5,000 and the other from the Burke Center Friends for $2,000. The Foundation is supporting a new funding initiative called the New American Initiative, to support the English Language Learners collections. The Foundation’s annual report for 2016 is now available on the website. They will also be holding another Book Faire at the Fair Lakes Barnes and Noble on April 15th.
   B. Finance Committee: Miriam Smolen – No report
   C. Ad Hoc Planning Committee: Charles Fegan – The committee met in January and Director Hudson gave a report of the progress of the staff committee. There will be two committees, a primary and a secondary committee, due to high interest in participation.
   D. Public Relations Committee: Fran Millhouser – Nothing to report at this time, the committee will move forward as more from the Strategic Plan develops.
   E. Ad Hoc Policy Committee: Gary Russell – The committee reviewed several Board policies with some being out of date and other entirely obsolete.

V. DIRECTOR'S REPORT: Jessica Hudson
   A. Lines of Business Phase II – A discussion of consistent hours took place, noting that the public generally wants increased hours. Further discussion about funding of additional hours; more information to be presented at the March 2017 Board meeting.
B. Energy Action Fairfax - Library Program – The Library will begin circulating phone attachments with heat scanners to library customers to see heat leaks in their house, launching on Earth Day.

C. Library Leaders Card Challenge – The Leaders Library Card Challenge is a national effort to ensure that every child enrolled in school has access to the valuable learning resources available at public libraries.

D. Sherwood Regional Library – DMV Connect will be at the library the third Wednesday of the month to provide DMV services.

E. The Kingstowne Library has teamed up with volunteers to provide a program called Girls Who Code, teaching learning basic coding and programming.

F. The Foundation and the Libraries IT staff will participate in the Maker Faire on March 19.

G. NoVa Teen Book Festival will be at Washington-Lee High School on March 11.

H. Department of Management and Budget will present at the March meeting.

I. County legislative staff will be at the April meeting to talk about lobbying.

J. FOIA-related questions came up and Director Hudson reaffirmed that anything that is written down during a Board meeting related to Board business is FOIA-able and needs to be kept for three years (or indefinitely for the Chair). Any committee meeting needs to be publicly announced, have an agenda and official notes kept.

VI. CONSIDERATION ITEMS

A. Update to Policy P Regarding the Naming of Libraries - Library Administration recommends updating Policy P to include language regarding furniture and fixtures.

B. Deletion of Policy Q Regarding Cable Channel 44 Pre-recorded Programs - Library Administration recommends deleting Policy Q as there is no longer a Channel 44, nor does the Library provide regular pre-recorded programs to the County’s TV channel.

C. Update to Policy V Internet Use - Library Administration recommends updating Policy V to more closely align with updates made to the “Acceptable Use” splash screen used on the Library’s public computers.

D. Library Board of Trustee Priorities - Library Administration recommends affirming the three stated priority areas and approving the updated language around those three priority areas. Mr. Ewing made a motion to suspend the rule that “Proposed actions are first presented to the Library Board as a consideration item, then as an action item at a subsequent meeting. This practice can be suspended by majority vote of the Library Board.” Mr. Donavan seconded the motion; it was voted on and passed. Mr. Ewing then made a motion to move Consideration Item D to an Action Item, which was seconded and approved.

VII. ACTION ITEMS

A. Library Board of Trustee Priorities: Library Administration recommends affirming the three stated priority areas and approving the updated language around those three priority areas.
BACKGROUND: At its January 28, 2017 Board Retreat, the Library Board of Trustees voted on three priority areas for the coming year. These areas are technology, collection development, and programming. Staff were requested to provide additional structured language around the three priority areas, to refine and focus in on the priorities and also to provide some clarification around potential sub-areas within the priorities. That information is presented below.

1) Technology: Technology is a priority area for the Library, focusing around areas of innovation and access.
2) Collection Development: Collection Development is a priority area for the Library, with focus on both print and digital collections, materials in multiple languages, and materials for all age ranges.
3) Programming: Programming is a priority area for the Library, with focus on localized need supported by demographics.

After a motion to amend brought forward by Mr. Jasper, Mr. Ewing seconded and discussion was held.

After discussion, priority 3 language was updated to the following:

Programming: Localized programming that is supported by demographics and/or community interest is a priority area for the Library.

After discussion, priority 2 language was updated to the following:

Collection Development: Collection Development is a priority area for the Library, with focus on both print and digital collections.

Motion to adopt by Mr. Jasper, Mr. Ewing seconded and the motion passed.

VI. ROUNDTABLE

Ms. Janega: Pohick had a very exciting and well-attended opening day. After the ceremony people stayed to use the library on a cold snowy day.

Mr. Russell: Nothing to add.

Ms. Millhouser: If you look up a branch library online you can find reviews on Yelp; it is interesting to read the reviews of different libraries.

Ms. Smolen: The retreat was an excellent workshop.

Mr. Donavan: Tuesday’s meeting with the Board of Supervisors was time well spent.
Mr. Fegan: The Vice Chair providing more direction regarding speakers worked well. After listening to FCPELA’s statement today, it appears more geared towards staff topics than those the Board can address. It might be better if FCPELA met with the Director rather than speaking before the Board.

Mr. Jasper: Don’t forget about the fundraiser on April 15 at Barnes and Noble.

Ms. Dando: In the future when the Board has a motion, it would be helpful if the motion could be read for all to hear and listen to before a vote is called.

Mr. Ewing: Nothing to add.

Mr. Choi: Plans to visit the Centreville to see their collection of Korean language books.

Ms. Levy: Fairfax City has a new Mayor, David Meyer. Back to school night is a great time to reach out the community, all the branches should be represented at back to school nights. There is an event on June 17 for the Fairfax County 275th Anniversary. The Library Board used to bring in library staff who retired once a year for recognition; this should be reviewed again.

Motion to adjourn by Mr. Fegan and seconded by Mr. Donovan.

Chair Delaney adjourned the meeting at 8:27 p.m.

Members Present
Yearen Hong Choi
Priscille Dando
Karrie Delaney
Michael Donovan
Darren Ewing
Charles Fegan
Sheila Janega
Will Jasper
Suzanne Levy
Fran Millhouser
Gary Russell
Miriam Smolen

Members Absent

Respectfully Submitted:

Jessica Hudson
Library Director

Approved:

Karrie Delaney
FCPL, Board of Trustees
Deb Smith-Cohen  
Fairfax County Public Library Employee Association  
Statement to Library Board of Trustees  
February 8, 2017

At the December General Meeting of FCPLEA, delegates ranked the 8 FCPLEA mission areas for priority attention this year. The final ranking was Communication, Benefits, Fairness, Parity, Healthy Environment, Safety, Security, and Social Events.

You will see that the examples below are exactly the kinds of suggestions that contribute to a work culture that builds confidence, satisfaction, and creativity. As such, they are integral to meeting our operational and strategic goals for exceptional service, responsiveness, and outcomes.

- **Communication** ideas included more collaborative meeting time, especially for Youth Services staff, and improvements in timely/reliable access to policy and procedure changes on FairfaxNet.
- **Benefits** ideas included building more empathy/clarity, and guidance in sick leave discussions, especially for extended absences where stress is likely a factor on all sides. Other ideas included reliability in shift assignments to enable those who work two jobs to succeed at both.
- **Fairness** ideas included a desire for greater collaborative openness and flexibility in management practices across branches and departments to improve staff satisfaction without threatening operations.
- **Healthy Environment** ideas included interest in more frequent deep cleaning of carpets in the branches, as well as a desire for frank internal conversations without retaliation or fault-finding.
- **Under Parity**, the chief ongoing concern is that FCPL, unlike other county agencies, no longer enables lateral transfers of staff from one branch to another with the mutual agreement of the staff member and each respective manager. There is also concern that the delayed review of staff job classes and position descriptions contributes to inequities not reflected in agencies with "fresher" reviews.
- **Safety and Security** both include the need for improved training to respond to threatening situations and increased trust that County resources are available both in real time and for preventative planning. Staff want to feel able, knowledgeable, and supported to face the unexpected – whether it is a violent threat, a mental health crisis, an environmental risk, or a natural disaster.
- Last but not least, staff value **Social Events** and cross-training opportunities that build mutual trust, feed the distribution of good ideas, and build solid professional cohesion and shared enthusiasm. All of these in turn create confident optimism about our value, our mission, and our potential.

As we all move forward on our strategic planning process and make the necessary compromises that our budget reality requires, staff thank you for your continued commitment to speaking up and speaking out on behalf of Fairfax County libraries. As I did last year, I’m sharing chocolate Valentine treats to sweeten the real effort your role requires. Many thanks.
Memorandum

February 6, 2017

To: Library Management Staff
From: Doug Miller, SP&CRS
Subject: Monthly Statistical Snapshot, January 2017

Attached is the monthly statistical snapshot for January 2017.

➢ The first full month where BC and KP resumed normal community branch hours of operation.

➢ Friday January 6 -- Soft opening for PO.

➢ Saturday January 7 -- Reopening of PO, minor snow event.

➢ Monday January 16 -- All office and libraries closed in observance of Martin Luther King Day.

➢ Friday January 20 -- All offices and libraries closed in observance of presidential inauguration.

➢ Circulation for FY2017 is 6% below FY2016 levels.

➢ Library visits for FY2017 are 1% below FY2016 levels.

➢ TY operating in temporary facility.

➢ Several branches experienced power outages, phone problems, and computer issues during the month.

Please call Strategic Planning and Customer Research Services at 702-324-8322 if you have any questions.
## Monthly Statistical Snapshot
### January 2017

<table>
<thead>
<tr>
<th>Site</th>
<th>January Circulation</th>
<th>% Change Cumulative FY16 - FY17</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVD</td>
<td>133,337</td>
<td>1%</td>
</tr>
<tr>
<td>RR</td>
<td>50,248</td>
<td>-8%</td>
</tr>
<tr>
<td>CH</td>
<td>43,490</td>
<td>-5%</td>
</tr>
<tr>
<td>PO</td>
<td>35,054</td>
<td>-68%</td>
</tr>
<tr>
<td>FX</td>
<td>34,743</td>
<td>-4%</td>
</tr>
<tr>
<td>CE</td>
<td>33,937</td>
<td>-9%</td>
</tr>
<tr>
<td>KP</td>
<td>33,192</td>
<td>4%</td>
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<tr>
<td>PH</td>
<td>32,714</td>
<td>7%</td>
</tr>
<tr>
<td>GM</td>
<td>31,863</td>
<td>-8%</td>
</tr>
<tr>
<td>DM</td>
<td>30,523</td>
<td>36%</td>
</tr>
<tr>
<td>BC</td>
<td>22,612</td>
<td>11%</td>
</tr>
<tr>
<td>SH</td>
<td>22,434</td>
<td>-6%</td>
</tr>
<tr>
<td>OK</td>
<td>20,023</td>
<td>-4%</td>
</tr>
<tr>
<td>RB</td>
<td>18,515</td>
<td>3%</td>
</tr>
<tr>
<td>KN</td>
<td>17,588</td>
<td>-3%</td>
</tr>
<tr>
<td>TJ</td>
<td>16,413</td>
<td>9%</td>
</tr>
<tr>
<td>HE</td>
<td>12,915</td>
<td>-3%</td>
</tr>
<tr>
<td>MW</td>
<td>11,616</td>
<td>-7%</td>
</tr>
<tr>
<td>JM</td>
<td>11,217</td>
<td>-9%</td>
</tr>
<tr>
<td>GF</td>
<td>7,964</td>
<td>-7%</td>
</tr>
<tr>
<td>LO</td>
<td>7,309</td>
<td>-12%</td>
</tr>
<tr>
<td>WW</td>
<td>6,096</td>
<td>-6%</td>
</tr>
<tr>
<td>TY</td>
<td>3,756</td>
<td>-85%</td>
</tr>
<tr>
<td>AS</td>
<td>2,021</td>
<td>6%</td>
</tr>
<tr>
<td>FCPL</td>
<td>925,688</td>
<td>-6%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site</th>
<th>January Door Count</th>
<th>% Change Cumulative FY16 - FY17</th>
</tr>
</thead>
<tbody>
<tr>
<td>FX</td>
<td>35,074</td>
<td>2%</td>
</tr>
<tr>
<td>RR</td>
<td>29,927</td>
<td>-5%</td>
</tr>
<tr>
<td>KP</td>
<td>27,559</td>
<td>17%</td>
</tr>
<tr>
<td>GM</td>
<td>24,196</td>
<td>18%</td>
</tr>
<tr>
<td>CH</td>
<td>22,585</td>
<td>* 4%</td>
</tr>
<tr>
<td>CE</td>
<td>21,755</td>
<td>-6%</td>
</tr>
<tr>
<td>PO</td>
<td>18,836</td>
<td>-71%</td>
</tr>
<tr>
<td>DM</td>
<td>18,315</td>
<td>* 45%</td>
</tr>
<tr>
<td>SH</td>
<td>17,877</td>
<td>-5%</td>
</tr>
<tr>
<td>PH</td>
<td>15,911</td>
<td>4%</td>
</tr>
<tr>
<td>RB</td>
<td>14,283</td>
<td>2%</td>
</tr>
<tr>
<td>BC</td>
<td>12,485</td>
<td>17%</td>
</tr>
<tr>
<td>TJ</td>
<td>11,749</td>
<td>* 2%</td>
</tr>
<tr>
<td>KN</td>
<td>11,733</td>
<td>6%</td>
</tr>
<tr>
<td>HE</td>
<td>11,032</td>
<td>* 9%</td>
</tr>
<tr>
<td>OK</td>
<td>10,885</td>
<td>* 1%</td>
</tr>
<tr>
<td>WW</td>
<td>8,930</td>
<td>-3%</td>
</tr>
<tr>
<td>MW</td>
<td>8,265</td>
<td>2%</td>
</tr>
<tr>
<td>JM</td>
<td>8,097</td>
<td>-6%</td>
</tr>
<tr>
<td>LO</td>
<td>6,972</td>
<td>* 5%</td>
</tr>
<tr>
<td>GF</td>
<td>6,819</td>
<td>1%</td>
</tr>
<tr>
<td>TY</td>
<td>1,938</td>
<td>-88%</td>
</tr>
<tr>
<td>AS</td>
<td>781</td>
<td>0.1%</td>
</tr>
<tr>
<td>FCPL</td>
<td>346,004</td>
<td>-1%</td>
</tr>
</tbody>
</table>

* Door Count is an estimate
# Monthly Statistical Snapshot

January 2017

<table>
<thead>
<tr>
<th>Customers</th>
<th>January</th>
<th>Year-to-date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Attendance *</td>
<td>10,769</td>
<td>87,891</td>
</tr>
<tr>
<td>Database Usage *</td>
<td>1,598,387</td>
<td>12,464,291</td>
</tr>
<tr>
<td>Collection:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check In / Check Out</td>
<td>636,705 506,730</td>
<td>4,257,844 3,766,015</td>
</tr>
<tr>
<td>In-house Use</td>
<td>64,188 502,845</td>
<td></td>
</tr>
<tr>
<td>Transfers In / Out</td>
<td>12,835 12,835</td>
<td>75,323 75,323</td>
</tr>
<tr>
<td>Discards by Category:</td>
<td>23,096 158,302</td>
<td></td>
</tr>
<tr>
<td>Damage</td>
<td>59% 63%</td>
<td></td>
</tr>
<tr>
<td>Lease</td>
<td>3% 3%</td>
<td></td>
</tr>
<tr>
<td>Inaccurate</td>
<td>10% 12%</td>
<td></td>
</tr>
<tr>
<td>Low Demand</td>
<td>7% 12%</td>
<td></td>
</tr>
<tr>
<td>Magazines</td>
<td>21% 9%</td>
<td></td>
</tr>
<tr>
<td>Phone Renewal</td>
<td>7,203 57,656</td>
<td></td>
</tr>
</tbody>
</table>

| Community | | |
|-----------| | |
| Early Literacy Outreach Office: | Number | Attendance |
| | 179 | 923 |
| | 3,373 | 17,720 |

| Technology | | |
|------------| | |
| Internet Sessions | 94,327 | 740,947 |
| WiFi Usage: | | |
| Client Count | 200,117 | 1,295,912 |
| Website: | | |
| Visits | 3,765,897 | 9,492,219 |
| Catalog Logins | 1,157,618 | 7,504,438 |
| Remote Renewals | 285,621 | 2,129,305 |

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

SPCSR
Mar 2015
Ad Hoc Policy Committee-Prioritization of Updates

*Policies recently updated (in part)*
- Policy O Regarding Friends of the Library; 12/14/2016

*Policies as Consideration Items for February 2017/Action Items for March 2017*
- Policy P Regarding the Naming of Libraries
- Policy Q Regarding Cable Channel 44 Pre-recorded Programs
- Policy V Regarding Internet Use

*Policies to be reviewed by the ad hoc Committee at its February 2017 meeting*
- Policy F Regarding Organization of Library Facilities
- Policy M Regarding Gifts to and Alliances with the Library System
- Policy R Regarding Variable Circulation Dates
- Policy U Regarding Public Comment at Library Board Meetings

*Other Policies to be considered by ad hoc Committee for updates in 2017*
- Policy A Regarding Library Director
- Policy C Regarding Fees for Special Services
- Policy S Regarding Complaints about Library Materials in the Collection
- Policy T Regarding Suggestions for Purchase of Materials not in the Collection
- Policy W Regarding Appropriate Use of Library Parking Lots, Grounds and Exterior Plaza/Porches and Gathering Places

*Other policies, including B, G, J, and O (in part) may also be considered by the Committee for updates in 2017.*
RETREAT MINUTES
Chair Karrie Delaney called the meeting to order at 9:03.

Welcome Karrie Delaney, Chairman, Library Board of Trustees:

Chair Delaney welcomed the Trustees to their Board Retreat. She spoke about the Trustees’ commitment to their communities, as supported by the completion of the community engagement process and the forthcoming strategic plan. She shared three goals for the Board Retreat: define the role of the Trustees, streamline the governance of the Board and set priorities for the coming year.

Best Board Practices, Board Oversight, Management Oversight - Kim Armentrout Public Library Consultant, Library of Virginia

PPT attached

During and following the presentation by the State Library, Trustees asked questions on a number of topics. Questions and areas of discussion included making sure that Board-set policy is matching up with the day-to-day work of employees, the annual evaluation of the Director, annual meetings for Trustees such as VLA or ALA, who pays for Board memberships to VLA, and is there training available online for Trustees.

The Board engaged in a longer discussion about lobbying. Board members may only lobby on items that relate directly to the County’s legislative platform, such as funding, but as private citizens they are welcome to lobby on areas that might not be on the County’s legislative platform. The County employs legislative staff that does most of the lobbying on behalf of the County.

There was further discussion about the Library’s budget and its breakdown. The Library’s direct budget is approximately $28 million with roughly an additional $10-$12 million supporting the Library but not included (pensions, health care, janitorial, debt service, etc). The State Library funds approximately $500,000.

Chair Delaney would like the Public Relations Committee to work with library marketing to craft a unified message on the board and their priorities. All communication should go through the Chair to keep a unified message.
There was a discussion about receiving information that is used to make decisions. When presented with new information, the Board usually receives it a week before the meeting in the packet, but does not have a way for discussion or questions before the meeting.

A question about conference calls came up pertaining to discussions between meetings. Conference calls normally cannot take the place of a public meeting unless there is an emergency, and it would still need to be an open public meeting through the phone. An action item for a future meeting could be how the board deals with decision-making. Board members should not have an email discussion with all board members because that is considered to be a meeting depending on the timing between responses.

Any notes or writing that a Trustee creates during a public meeting on a topic of Board business is a public record, and needs to be kept for three years. Digital copies may be created to replace physical copies. The Chair will always need to retain what he/she writes for his/her records. Individual Trustees only need to keep the last item in an email string.

After the presentation there was discussion on how to run meetings so that everyone is able to engage in dialog. It was determined that the Vice Chair will take on the role of keeping a queue to make sure that everyone gets to speak. This will make for a more robust conversation and will help streamline the conversation to lead to more efficient decision-making. There was a conversation about having a New Business section in the agenda or splitting the roundtable discussion into two sections.

Priority Setting, Jessica Hudson, Director, Fairfax County Public Library

Library Director Hudson, after revisiting the raw data from the Community Survey, soliciting input from library staff, and reviewing the data with her leadership team, presented the Board with five suggested priorities:

1. Youth Services
2. Technology
3. Marketing and Branding
4. Collection Development
5. Public Access

There was a discussion about target marketing and how the library currently markets itself. There was a suggestion to change the tag line “We are everywhere you are.” With the development of the Strategic Plan the library may market itself differently or change the tag line, while also taking into account the mission, vision and values of the county and the Library.

Director Hudson asked the Board to focus on three priority areas, keeping them broad so many things can fit within each category, and planning to review these priorities every 2-3 years.
Priorities set by the Board do not mean that other important areas will be ignored. Fewer priorities will result in a more focused vision. The goal of the Library Board is to serve the community. The areas that most serve customers of the library need to be considered in the priority setting.

Discussion took place over what would serve the needs of customers and how they would align with the priorities. Access and Programming were topics that the Board felt needed to be addressed. Marketing and Public Access were deemed to encompass and support many of the other priorities. After discussing the suggested priorities the Board selected the following:

1. Collection Development
2. Technology
3. Localized programming

Library Budgeting, Melanie Quinn, Beth Feely, & Rabindra Dhakal, Financial Services Division, Fairfax County Public Library

PPT and documents attached

During and following the presentation by Library Fiscal staff, Trustees asked questions on a number of topics. Specific questions and discussion areas included what is part of the capital budget, what is in the Library’s personnel budget versus County-funded personnel areas, and how revenues (fines and fees) generated by the Library are absorbed into the general fund.

The presentation gave a list of dates important for the budget process. Chair Delaney would like the Finance Committee to keep track of these dates. It was suggested there should be public hearings at the June Board meeting on the budget.

After the financial presentation, the Board returned to the conversation on priorities. The Library Board is meeting with the Board of Supervisors on February 7. Chair Delaney would like to have the priorities set so they can be included in that meeting. Mr. Fegan made a motion to adopt the recommended priorities. Mr. Jasper seconded the motion and it was passed. The priorities will be an action item at the February Board meeting and language can be clarified then.

Mr. Fegan made a motion to adjourn with Mr. Ewing seconding the motion. Chair Delaney adjourned the meeting at 2:01 p.m.
Members Present
Yean Hong Choi
Priscille Dando
Karrie Delaney
Michael Donovan
Darren Ewing
Charles Fegan
Will Jasper
Sheila Janega
Suzanne Levy
Fran Millhouser
Gary Russell
Miriam Smolen

Respectfully Submitted:

Jessica Hudson
Library Director

Members Absent

Approved:

Karrie Delaney, Chairman
FCPL, Board of Trustees
Board Best Practices and the Role of Facilitation in Libraries

Presented by
Kim Armentrout, Public Library Consultant
Kim.armentrout@lva.virginia.gov
January 28, 2017

Being a Trustee:

Roles and Responsibilities

Advocacy

Evaluation

FOIA

Managing Public Records

Governing Boards

Duties and Responsibilities

1. Employ a competent and qualified library director.

2. Determine the mission, goals and objectives of the library, and adopt written policies governing the library. Policies provide the basis for procedures, which describe how activities are carried out. Procedures are developed by staff and do not require board approval.

3. Secure adequate funds to carry out the library’s program; assist in the preparation of the annual budget. Officially approve budget requests.
Governing Boards
Duties and Responsibilities

4. Ensure that the library has a long-range planning process that considers the library's strengths and weaknesses, and can be implemented and evaluated.

5. Be familiar with local, state, and federal library laws.

6. Establish, support, and participate in a planned public relations program.

7. Attend all board meetings and see that accurate records are kept on file at the library.

8. Attend regional, state, and national trustee meetings and workshops.

9. Report regularly to the governing officials and the general public.

• Board hires director to manage library, including all other personnel
• Neither board nor individual trustee should intervene between staff member and director
• If staff approaches board with concerns, board should remind them of the grievance procedure
• Board members should not issue orders to the staff or make demands of them except through director.
• When trustees typically work with staff: committees, long-range planning, library social events, etc.

Your job is...

To Know

• Library services & resources
• Needs and interests of community
• Library trends, standards, developments
• Laws that affect libraries
• Local gov't structure, people, operation
• How to work effectively in a group
• Your duties and responsibilities as a trustee

Your job is...

To Attend

• Board and committee meetings
• VLA conferences
• Regional, state, and national meetings and workshops
Your job is...

To Support

- Your library and library director
- The community and citizens you represent
- Your local governing body
- Appropriate Library legislation

Funding

Library boards should have...

- a thorough knowledge of the allocating authorities responsible for library funds
- an awareness of supplementary sources of revenue
- a clear understanding of the current financial needs of the library
- a strategic plan for helping obtain funds to carry out goals and objectives of the library
- an understanding of the legal regulations and accountability required for library funding
- a willingness to support requests for increased funding

How to Advocate

- Participate in public relations events
- Be vocal, visible, and well-informed
- Use the library and spread the word
- Listen to the community
- Talk to individual groups about the library's progress, plans, and policies
- Work closely with local officials according to library's plan
- Tell people what trustees do, who they are, when they meet, and how they can be reached
- Sell the philosophy and merits of high-quality library service
- Support the Friends of the Library and recruit members
FOIA
(also known as)
Freedom of Information Act

Public Meetings
What is a public meeting under FOIA?

• 3 members of a public body gathered +
• discussing library business

Public Records
What are public records under FOIA?

• Any writing, images or recordings in any format +
• prepared or owned by, or in the possession of a public body or its agents +
• in the transaction of public business
Records Management Locality General Schedules

Minutes and agenda packets

Correspondence
E-mail basics

• You are responsible for managing your sent and received e-mail.

• Requests from the public must be honored the same as any other public record request.

• E-mail must remain accessible during the entire retention period.

E-mail tips

• Use an official signature

• Proofread

• Retain final e-mail in a thread

• Use a useful subject line

• Don’t put something in an e-mail that you wouldn’t want to see in tomorrow’s newspaper

Trustee Self-Evaluations
Facilitation

It All Starts At Home...

**Setting Expectations for the group**

- Agenda
- Treatment of action items
- Status of input (final or future recommendation)
- Participant roles

Managing time

- Map out time limitations for each agenda item
- Appoint a timekeeper
- Have a visible clock in the room
- Be flexible
Establishing ground rules

- Start and end sessions on time
- Commit to being back from breaks on time
- Everyone participates
- All participants are considered equal
- Only one person talks at a time - don't interrupt
- It's okay to disagree, but don't be disagreeable
- Listen to ideas without judging

Library As Community Facilitator

Resources

Virginia Public Library Trustee Handbook
Freedom of Information Act: Issues Impacting Library Boards
http://www.youtube.com/watch?v=Ojo1j1c0I-E

United for Libraries
http://www.ala.org/united/trustees

Records Management - Chad Owen
chad.owen@lva.virginia.gov

Introduction to Planning and Facilitating Effective Meetings, by NOAA Coastal Services Center
TWELVE GOLDEN RULES FOR BOARD MEMBERS

The following tips are excerpted from The Public Library Start-Up Guide by Christine Lind Hage (chapter 3, page 21), available at www.ala-store.ala.org.

1) A Trustee must have an interest in the library. Does she or he believe enough in the educational, informational, and recreational role of the library to fight for the library as the church member fights for her or his church, the school person for her or his educational program, the doctor for her or his patient? It is a duty of the Trustee to do so.

2) A Trustee must have time to give to the library. Continuity of policy is almost impossible if a board member is absent two out of three meetings. No citizen should accept appointment as a library Trustee if she or he does not intend to come regularly to meetings. Likewise, a Trustee who finds new interests interfering with attendance should resign.

3) A Trustee must consider the position not a matter of prestige but an opportunity for courageous and forward-looking efforts to push the library ahead. An ideal trustee is a good businessperson, is interested in education, has few prejudices, and has good judgment, sound character, common sense, and public spirit. A Trustee should be chosen with these personal qualities in mind and not because of the church she or he attends, the section of town in which she or he lives, her or his political party affiliations, and so on.

4) A Trustee must know the law under which the library is organized.

5) A Trustee serves without compensation.

6) A Trustee carries a full share of responsibility as a board member, assuring that a few members do not have to do all the work or take all the blame or praise.

7) A Trustee does not voice her or his opposition or criticism, either publicly or privately, after a policy or rule is adopted by a majority vote of the board.

8) A Trustee is careful to keep confidential information confidential and does not give out information regarding future board actions or plans.

continued on reverse
9) A Trustee treats the staff members and the librarian in a completely impersonal fashion. Under no circumstances does a Trustee listen to grievances of staff members or treat individual problems on her or his own. The librarian is in charge of the staff and has administrative control until a grievance is presented to the library board as a whole.

10) A Trustee should know the funding sources of the library and be familiar with the library budget.

11) A Trustee must know the needs of the library and community and be aware of trends and new procedures in the library field. The best and perhaps only way to do this is to read professional library publications, meet with Trustees of other libraries, visit other libraries, and attend the annual conferences and meetings of Trustees and librarians.

12) A Trustee knows that all powers are always vested in the library board and none at all in the individual board member. The individual has no power to act for the library in any way, unless authorized by the board itself; it is always the board as a unit that holds the responsibility and the powers.
HOW TO CHAIR A COMMITTEE

Adapted with permission from the blog of Wayne Bivens-Tatum
(http://blogs.princeton.edu/librarian/2013/02/how-to-chair-an-ala-committee-meeting)

1) Remember the Chair is in Charge
The committee chair is in charge, period. Everyone should participate and have a say. Decisions should be the result of group deliberation. But if something derails the meeting, it’s the chair’s job to get it back on track, even if that means being blunt or forceful.

2) Do Everything Virtually That You Can
This might seem obvious, but the pattern of work of some hasn’t progressed along with the technological capacity for virtual work. The old norm was for long, multiple face to face meetings, because it was much harder to do group work at a distance. Email has modified that considerably, and tools such as www.gotomeeting.com and simple conference calls finish the job.

3) Give the Committee a Structure
Again, it seems like an obvious point, but it’s not. Many people tend to be nice, democratic people. They want to solicit opinions, gather viewpoints, and then consider acting at some time in the future. Give people options: adopt this, critique it so that it can be improved, or ignore it and propose your own alternative. Everyone gets a say, but people are more likely to speak if they have something in front of them to critique.

4) Give the Committee a Deadline
To avoid procrastination, provide a deadline. Something like this usually works: “Here is a possible plan/revision/document that moves us along on the project we’re working on. Please adopt it, critique it, or provide an alternative by one month from today. If I don’t hear from you, I’ll assume you approve.” That last bit is crucial. Always take their silence for assent. People will usually respond, often enough with good criticisms of the proposal. Those who don’t respond had their chance, and everyone knows it.

5) Call for Agenda Items
Agenda items should require in-person discussion and action. Calling for them includes everyone in the discussion.

6) Create an Agenda
If you can’t come up with any agenda items that require in-person discussion or action, then you should cancel the meeting. Avoid announcements or anything that could just as easily be handled in an email.

continued on reverse
7) **Send out Documentation Well in Advance**
Any documentation that’s necessary to understand the agenda items or prepare people for action should be sent out well in advance. A month is a good lead time, because it lets you wait to set the agenda, but gives people ample time to read the documentation. Announce that the documentation needs to be read in advance of the meeting.

8) **Start on Time**
Time is increasingly precious. Also, anyone who is late to a meeting (barring some sort of emergency or alternate commitments) is being discourteous to those who showed up on time. Don’t do a further discourtesy to those people by saying, “let’s wait another ten minutes to see if more people show up.” Unless you have rules about quorums for votes, then who shows up shows up, and start on time.

9) **Stick to the Agenda**
After you start, stick to the agenda. You might move things around depending on events, you might even drop something, but don’t add anything or allow for irrelevant discussions until you get through the agenda. People know the time and plan in advance, and respect them enough to stick to it. Focus, focus, focus.

10) **Deter or Defer the Timewasters**
Time wasting is relative. Committees need to get the work of the agenda done. If someone brings up an irrelevant and unimportant issue, acknowledge it but then say we have to move on and we can possibly discuss that after we’ve completed the business at hand, by which time everyone will have forgotten about it.

11) **End on Time, or Early**
Time is tight and people have other commitments. If they don’t they’ll still be tired of sitting in the same chair for an hour or two. End the meeting on time. If you run out of time, postpone the business to the next meeting.
The Fairfax County Budget Process and the Basis of Library Budgeting

Library Board Retreat – Saturday, January 28, 2017
The County Process – How the Budget is Developed

- A budget process is defined as a systematic activity that develops a plan for the expenditure of a usually fixed resource, such as money or time, during a given period to achieve a desired result.

- There are two concurrent budget processes:
  1) the current year
  2) the upcoming year

- All County departments are issued guidance/direction from the Department of Management and Budget in the development of the budget. Guidance is issued by the Board of Supervisors via the budget guidelines that are approved when the Budget is adopted.

- Budget Video
How is This Accomplished?

- Management of the budget requires a process of constantly comparing how much money there is, what's been spent, was the expense posted to the budget plan properly and accurately, making corrections as needed, and moving monies within the budget as expenses are fluctuating.

- Budget review includes monitoring upcoming and ongoing needs as well as external factors impacting the budget and forecasting budget outcomes.
The Current Year – How Are We Doing

- There are two times per year that a budget can be adjusted:
  - 1) Third Quarter (February/March)
  - 2) Carryover (July/September)
- Instructions for preparing these packages are provided by the Department of Management and Budget.
## The Budget Calendar

<table>
<thead>
<tr>
<th>Future Year</th>
<th>Current Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>July</strong></td>
<td><strong>Aug</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fiscal Year Begins</strong></td>
<td><strong>Fiscal Year Ends</strong></td>
</tr>
<tr>
<td>July 1</td>
<td>June 30</td>
</tr>
</tbody>
</table>
A Closer Look . . . .

County Budget Dates
- Fiscal Year Begins July 1
- Annual submissions due in September/October (upcoming year)
- Third Quarter Review approved in April (current year)
- Public Hearings on proposed budget April (upcoming year)
- Budget approved in April/early May (upcoming year)
- Fiscal Year End/Closing June 1 through June 30 (current year)
- Carryover Review approved in September (current year)

Library Dates
- Fiscal Year begins July 1
- Annual submission due in August/September/October (upcoming year)
- Third Quarter Review due in February (current year)
- Fiscal Year End/Closing June 1 through June 30 (current year)
- Carryover Review due in July (current year)
The Library Budget

- Budget plans are broken out into three (3) parts:
  - 1) Personnel
  - 2) Operating
  - 3) Capital

- Within these categories lie the individual groups of expenses.
# A Historical View

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$21,310,774</td>
<td>$21,314,695</td>
<td>$21,801,666</td>
<td>$21,697,368</td>
<td>$21,980,923</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>$6,151,068</td>
<td>$5,776,831</td>
<td>$6,026,831</td>
<td>$5,971,756</td>
<td>$5,927,364</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>$</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>$27,461,842</td>
<td>$27,091,526</td>
<td>$27,828,497</td>
<td>$27,669,124</td>
<td>$27,908,287</td>
</tr>
</tbody>
</table>
Fluctuating Funding

- After a significant loss of both positions in funding and positions in FY 2010, the library's budget has been relatively stable, even receiving a boost in funding and positions in FY 2013 which added 14 positions and $586,500 to expand hours which increased 14% that year.

<table>
<thead>
<tr>
<th></th>
<th>FY 13</th>
<th>FY 14</th>
<th>FY 15</th>
<th>FY 16</th>
<th>FY 17</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adopted</strong></td>
<td>Adopted</td>
<td>Adopted</td>
<td>Adopted</td>
<td>Adopted</td>
<td>Adopted</td>
</tr>
<tr>
<td><strong>Variance (over FY 12)</strong></td>
<td>14%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Variance (over FY 13)</strong></td>
<td>0%</td>
<td>3%</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
</tr>
<tr>
<td><strong>Variance (over FY 14)</strong></td>
<td>0%</td>
<td>-1%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Variance (over FY 15)</strong></td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Variance (over FY 16)</strong></td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>TOTAL Reduction</strong></td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Reduction in Hours</strong></td>
<td>1246</td>
<td>1246</td>
<td>1246</td>
<td>1246</td>
<td>1246</td>
</tr>
<tr>
<td><strong>Reduction in Budget</strong></td>
<td>$27,461,842</td>
<td>$27,091,526</td>
<td>$27,828,497</td>
<td>$27,669,124</td>
<td>$27,998,287</td>
</tr>
<tr>
<td><strong>Reduction in Merit Positions</strong></td>
<td>407</td>
<td>402</td>
<td>400</td>
<td>386</td>
<td>380</td>
</tr>
</tbody>
</table>
Operating Budget

$5,927,634

Contractual & Administrative Expenses $2,959,343

Available for Other Items including Materials $3,959,405

Interfund Bills $1,958,886
Support Provided by Others

FCPL is supported by many other county agencies; some provide service to us at no additional cost while others bill us for services. The value of this support is listed below:
Support Provided by Others

Common Governmental Expenses

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2013</td>
<td>$10,469,879</td>
</tr>
<tr>
<td>FY 2014</td>
<td>$10,674,276</td>
</tr>
<tr>
<td>FY 2015</td>
<td>$10,855,364</td>
</tr>
<tr>
<td>FY 2016</td>
<td>$11,196,683</td>
</tr>
</tbody>
</table>
LBOT Suggested Process

- Review the outcomes of the community engagement effort to assess customer feedback
- Review the Fairfax County Plan for Economic Success and ascertain what role the library will play
- Monitor the library strategic plan to ensure the priorities and system direction are clearly matched with priorities
- Create a schedule of public hearings annually on funding priorities in order to collect real-time customer feedback
- Establish/review funding priorities as a board annually
- Continue annual meeting with the Board of Supervisors, but meet at least annually to discuss priorities and prior to the budget season
A Closer Look . . . .

<table>
<thead>
<tr>
<th>County Budget Dates</th>
<th>Library Board of Trustees</th>
<th>Library Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year Begins July 1</td>
<td>Fiscal Year begins July 1</td>
<td>Fiscal Year begins July 1</td>
</tr>
<tr>
<td>Annual submissions due in September/ October (upcoming year)</td>
<td>July - Review the year-end closing and carryover with staff. Hold public hearings on upcoming budget submission</td>
<td>Annual submission due in August/ September/ October (upcoming year)</td>
</tr>
<tr>
<td>Third Quarter Review approved in April (current year)</td>
<td>September – Announce/ publish LBOT annual priorities/ guidelines for library director.</td>
<td>Third Quarter Review due in February (current year)</td>
</tr>
<tr>
<td>Public Hearings on proposed budget April (upcoming year)</td>
<td>October – Approve submission</td>
<td></td>
</tr>
<tr>
<td>Budget approved in April/ early May (upcoming year)</td>
<td>January – Review 3rd quarter trends and projections through the end of the year. Fiscal Year End/ Closing June 1 through June 30 (current year)</td>
<td>Fiscal Year End/ Closing June 1 through June 30 (current year)</td>
</tr>
<tr>
<td>Fiscal Year End/ Closing June 1 through June 30 (current year)</td>
<td>Request review of how priorities were supported with Library Director</td>
<td>Carryover Review due in July (current year)</td>
</tr>
<tr>
<td>Carryover Review approved in September (current year)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Resources

- Fairfax County Economic Success Plan: 
- Department of Management and Budget - Fairfax County, Virginia
  Budget Documents and Lines of Business
- Fairfax County Financial Transparency Portal
  http://www.fairfaxcounty.gov/transparency/
Question?

Financial Services Division
FCPL
January, 2017
Mission
The mission of the Fairfax County Public Library is to educate, enrich and empower our diverse community.

<table>
<thead>
<tr>
<th>AGENCY DASHBOARD</th>
<th>FY 2013</th>
<th>FY 2014</th>
<th>FY 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Data</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Open Hours</td>
<td>67,008</td>
<td>62,655</td>
<td>63,381</td>
</tr>
<tr>
<td>2. Catalog Logins (hits)</td>
<td>10,619,497</td>
<td>10,401,561</td>
<td>9,839,718</td>
</tr>
<tr>
<td>3. Number of Library Visits</td>
<td>5,221,226</td>
<td>4,990,860</td>
<td>4,814,043</td>
</tr>
<tr>
<td>4. Early Literacy Outreach</td>
<td>560</td>
<td>887</td>
<td>1,534</td>
</tr>
<tr>
<td>6. Registered Cardholders</td>
<td>471,028</td>
<td>473,411</td>
<td>456,806</td>
</tr>
<tr>
<td>7. Materials Turnover Rate</td>
<td>6.00</td>
<td>5.70</td>
<td>5.00</td>
</tr>
<tr>
<td>8. Number of Information Requests from the Public Addressed</td>
<td>2,286,534</td>
<td>2,185,650</td>
<td>2,108,216</td>
</tr>
</tbody>
</table>

Focus
The Fairfax County Public Library (FCPL) operates eight regional libraries and 14 community libraries conveniently located to serve all the residents of Fairfax County and Fairfax City. FCPL also has Access Services, located at the Fairfax County Government Center, which provides unique services for residents with visual and physical disabilities. In addition to operating these 23 public service sites, the Library has developed an impressive and expanding array of library services, including: early literacy materials, e-books, and other digital material for remote users accessible through the Library’s web pages on the County’s website as well as on WiFi and public computers at each of the library branches. Nearly 5.0 million visits to Fairfax County libraries were made in FY 2015.
A full range of library services are available to customers who visit libraries including: access to over 2.5 million items for borrowing or onsite use; professional research assistance; programs for adults and children of all ages; student homework support; electronic information resources; and public Internet access. FCPL customers borrowed over 12.0 million items in FY 2015. In addition, remote use of FCPL resources continues to increase annually as more interactive services are enabled and access to information databases is increased.

Responding to the changes occurring industrywide as well as customer expectations, FCPL seeks to become a more customer driven organization. The Library Board is embarking on a public engagement process to solicit public feedback.

The highly-anticipated renovation of the Woodrow Wilson Community Library (Mason District) began in September 2013, and was completed in early 2015 with the grand re-opening on March 21, 2015. The new facility offers expanded access to meet the electronic and technological needs of the community. A voter-approved bond referendum in Fall 2012 included funding for renovations of the Pohick Regional Library (Springfield District), John Marshall Library (Lee District) and Tysons-Pimmit Regional Library (Dranesville District). These renovations are necessary to promote facilities that meet the technological requirements of 21st century library service. In addition, voters also approved bond funding of $10 million towards a new Reston Regional Library. Renovation of the Pohick Regional Library began in early fall 2015 and the Tysons-Pimmit library renovations began in early 2016.

As part of the FY 2017 Adopted Budget Plan, the Archives and Record Management function previously located in the Administration cost center in the Fairfax County Public Library is being moved to Fund 60020, Document Services, as part of a restructuring designed to enhance the synchronization of scanning and archiving the County’s temporary and historical records. Document Services will be responsible for accurately and efficiently managing the storage and retrieval of County records and will be responsible for identifying and implementing opportunities to enhance safety, security, and customer service in this area.
**Budget and Staff Resources**

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Adopted</th>
<th>FY 2016 Revised</th>
<th>FY 2017 Advertised</th>
<th>FY 2017 Adopted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel Services</td>
<td>$19,537,275</td>
<td>$21,697,368</td>
<td>$20,981,894</td>
<td>$21,980,923</td>
<td>$21,980,923</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>7,271,699</td>
<td>5,971,756</td>
<td>8,582,840</td>
<td>5,927,364</td>
<td>5,927,364</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>40,205</td>
<td>0</td>
<td>626,095</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$26,849,179</strong></td>
<td><strong>$27,669,124</strong></td>
<td><strong>$30,190,829</strong></td>
<td><strong>$27,908,287</strong></td>
<td><strong>$27,908,287</strong></td>
</tr>
<tr>
<td><strong>Income:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coin-Operated Microform Readers</td>
<td>$194,621</td>
<td>$174,544</td>
<td>$215,106</td>
<td>$217,257</td>
<td>$217,257</td>
</tr>
<tr>
<td>Library Database Fees</td>
<td>0</td>
<td>5,834</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Library Overdue Penalties</td>
<td>$1,167,049</td>
<td>$1,277,251</td>
<td>$1,137,603</td>
<td>$1,110,301</td>
<td>$1,110,301</td>
</tr>
<tr>
<td>Library State Aid</td>
<td>500,942</td>
<td>500,819</td>
<td>500,819</td>
<td>500,819</td>
<td>500,819</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$1,862,612</strong></td>
<td><strong>$1,958,448</strong></td>
<td><strong>$1,853,528</strong></td>
<td><strong>$1,828,377</strong></td>
<td><strong>$1,828,377</strong></td>
</tr>
<tr>
<td><strong>NET COST TO THE COUNTY</strong></td>
<td><strong>$24,986,567</strong></td>
<td><strong>$25,710,676</strong></td>
<td><strong>$28,337,301</strong></td>
<td><strong>$26,079,910</strong></td>
<td><strong>$26,079,910</strong></td>
</tr>
</tbody>
</table>

**AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)**

- Regular: 400 / 379  386 / 365.5  386 / 365.5  380 / 359.5  380 / 359.5

**FY 2017 Funding Adjustments**

The following funding adjustments from the FY 2016 Adopted Budget Plan are necessary to support the FY 2017 program. Included are all adjustments recommended by the County Executive that were approved by the Board of Supervisors, as well as any additional Board of Supervisors’ actions, as approved in the adoption of the budget on April 26, 2016.

- **Employee Compensation**
  
  An increase of $678,214 in Personnel Services includes $287,009 for a 1.33 percent market rate adjustment (MRA) for all employees and $391,205 for performance-based and longevity increases for non-uniformed merit employees, both effective July 2016.

- **Archives and Records Management Realignment**
  
  Funding of $439,051, including $394,659 in Personnel Services and $44,392 in Operating Expenses, and 6/6.0 FTE positions, are being transferred to Fund 60020, Document Services, as part of a restructuring designed to enhance the synchronization of scanning and archiving the County’s temporary and historical records. Document Services will be responsible for accurately and efficiently managing the storage and retrieval of County records and will be responsible for identifying and implementing opportunities to enhance safety, security, and customer service in this area. It should be noted that a decrease of $187,713 in Fringe Benefits funding is included in Agency 89, Employee Benefits, for a total reduction of $626,764 in FY 2017. For further information on Fringe Benefits, please refer to the Agency 89, Employee Benefits, narrative in the Nondepartmental program area section of Volume 1. A corresponding increase of $601,764 and 6/6.0 FTE positions will be made in Fund 60020, Document Services, resulting in a net savings of $25,000 to the General Fund, which will be achieved through maximizing operational efficiencies.
Changes to FY 2016 Adopted Budget Plan

The following funding adjustments reflect all approved changes in the FY 2016 Revised Budget Plan since passage of the FY 2016 Adopted Budget Plan. Included are all adjustments made as part of the FY 2015 Carryover Review, FY 2016 Third Quarter Review, and all other approved changes through April 30, 2016.

♦ Carryover Adjustments
As part of the FY 2015 Carryover Review, the Board of Supervisors approved encumbered funding of $2,160,124 primarily associated with Library materials and kiosk updates. In addition, unencumbered funding of $469,318 includes $370,560 to support loose furniture and equipment requirements for the renovation of the Pohick Regional Library and $98,758 was approved as part of the Incentive Reinvestment Initiative that allowed agencies to identify savings and efficiencies in FY 2015 and retain a portion to reinvest in employees.

♦ Incentive Reinvestment Initiative
A net decrease of $107,737 reflects 50 percent of the savings generated as the result of careful management of agency expenditures during the fiscal year and was returned to the General Fund as part of the FY 2016 Third Quarter Review. The remaining 50 percent was retained by the agency to be reinvested in employee training, conferences and other employee development and succession planning opportunities.

Cost Centers
The four cost centers of the Library are Administration, Support Services, Library Operations, and Customer Services. The cost centers work together to fulfill the mission of the Library and carry out the key initiatives for the fiscal year.

Administration
The Administration cost center provides the administrative support to the Fairfax County Public Library system through maintaining efficient and cost-effective services to Fairfax County and Fairfax City residents.

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Adopted</th>
<th>FY 2016 Revised</th>
<th>FY 2017 Advertised</th>
<th>FY 2017 Adopted</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENDITURES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$3,037,333</td>
<td>$3,009,631</td>
<td>$3,299,773</td>
<td>$2,644,975</td>
<td>$2,644,975</td>
</tr>
<tr>
<td>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>23 / 23</td>
<td>23 / 23</td>
<td>24 / 24</td>
<td>18 / 18</td>
<td>18 / 18</td>
</tr>
<tr>
<td>1 Library Director</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1 Training Specialist III</td>
<td></td>
</tr>
<tr>
<td>1 Deputy Director</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0 Archives Technicians (-2T)</td>
<td></td>
</tr>
<tr>
<td>1 IT Program Manager I</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2 Administrative Assistants IV</td>
<td></td>
</tr>
<tr>
<td>1 Management Analyst IV</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0 Administrative Assistants III (-1T)</td>
<td></td>
</tr>
<tr>
<td>2 Library Branch Coordinators</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0 Administrative Assistants II (-1T)</td>
<td></td>
</tr>
<tr>
<td>1 Management Analyst III</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1 Administrative Associate</td>
<td></td>
</tr>
<tr>
<td>0 County Archivists (-1T)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 Assistant Archivists (-1T)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL POSITIONS</td>
<td>18 Positions (-6T) / 18.0 FTE (-6.0T)</td>
<td>(T) Denotes Transferred Positions</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Fairfax County Public Library

Support Services
The Support Services cost center provides access to information and materials via selecting, cataloging, and distributing to meet the needs of the citizens. Information and materials includes electronic and audio formats, as well books and reference materials.

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Adopted</th>
<th>FY 2016 Revised</th>
<th>FY 2017 Advertised</th>
<th>FY 2017 Adopted</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENDITURES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$7,902,091</td>
<td>$6,724,132</td>
<td>$9,047,328</td>
<td>$6,921,085</td>
<td>$6,921,085</td>
</tr>
<tr>
<td>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>44 / 43.5</td>
<td>44 / 43.5</td>
<td>44 / 43.5</td>
<td>44 / 43.5</td>
<td>44 / 43.5</td>
</tr>
<tr>
<td>1 Management Analyst IV</td>
<td>1</td>
<td>Human Resources Generalist III</td>
<td>1 Administrative Assistant V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Library Program Coordinators</td>
<td>1</td>
<td>Human Resources Generalist II</td>
<td>3 Administrative Assistants IV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Financial Specialist III</td>
<td>1</td>
<td>Management Analyst II</td>
<td>8 Administrative Assistants III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Librarian IV</td>
<td>1</td>
<td>Training Specialist II</td>
<td>3 Administrative Assistants II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Librarians II</td>
<td>1</td>
<td>Volunteer Svcs. Prog. Mgr.</td>
<td>2 Material Mgmt. Assistants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Financial Specialist II</td>
<td>6</td>
<td>Library Info. Assistants, 1 PT</td>
<td>5 Administrative Assistants I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL POSITIONS</td>
<td>44 Positions / 43.5 FTE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Library Operations
The Library Operations cost center provides public services to library customers including access to information, programs to meet community needs, educational support to the Fairfax County Public Schools, and building neighborhood partnerships. This cost center represents the day-to-day operation of the Libraries.

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Adopted</th>
<th>FY 2016 Revised</th>
<th>FY 2017 Advertised</th>
<th>FY 2017 Adopted</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENDITURES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$15,088,341</td>
<td>$16,948,960</td>
<td>$16,826,099</td>
<td>$17,313,528</td>
<td>$17,313,528</td>
</tr>
<tr>
<td>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>321 / 301</td>
<td>307 / 287.5</td>
<td>306 / 286.5</td>
<td>306 / 286.5</td>
<td>306 / 286.5</td>
</tr>
<tr>
<td>8 Librarians IV</td>
<td>8</td>
<td>Library Assistants IV</td>
<td>1 Administrative Assistant V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23 Librarians III</td>
<td>14</td>
<td>Library Assistants III</td>
<td>2 Administrative Assistants IV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31 Librarians II, 6 PT</td>
<td>16</td>
<td>Library Assistants II</td>
<td>3 Administrative Assistants III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>43 Librarians I, 3 PT</td>
<td>22</td>
<td>Library Assistants I, 7 PT</td>
<td>1 Administrative Assistant II</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>55</td>
<td>Library Info. Assistants, 21 PT</td>
<td>1 Administrative Assistant I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL POSITIONS</td>
<td>306 Positions / 286.5 FTE</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

PT Denotes Part Time Positions
Customer Services
The Customer Services cost center provides system-wide programming, educational services including early literacy outreach to Head Start classrooms and day care centers and Changing Lives Through Literature, marketing, and 24/7 customer access via the Library's website. This cost center emphasizes the library's commitment to its customers and reflects a paradigm shift in library services nationwide.

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Adopted</th>
<th>FY 2016 Revised</th>
<th>FY 2017 Advertised</th>
<th>FY 2017 Adopted</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENDITURES</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$821,414</td>
<td>$986,401</td>
<td>$1,017,631</td>
<td>$1,028,699</td>
<td>$1,028,699</td>
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<tr>
<td>AUTHORIZED POSITIONS/FULL-TIME EQUIVALENT (FTE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>12 / 11.5</td>
<td>12 / 11.5</td>
<td>12 / 11.5</td>
<td>12 / 11.5</td>
<td>12 / 11.5</td>
</tr>
<tr>
<td>Management Analyst IV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management Analyst II</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Librarian II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Assistant IV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications Specialist I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervising Graphic Artist</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Graphic Artist</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL POSITIONS</td>
<td>12 Positions / 11.5 FTE</td>
<td></td>
<td></td>
<td></td>
<td>PT Denotes Part Time Position</td>
</tr>
</tbody>
</table>

Key Performance Measures

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Prior Year Actuals</th>
<th>Current Estimate FY 2016</th>
<th>Future Estimate FY 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY 2013 Actual</td>
<td>FY 2014 Estimate/Actual</td>
<td>FY 2015 Actual</td>
</tr>
<tr>
<td>Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Satisfaction</td>
<td>96%</td>
<td>NA</td>
<td>95%/NA</td>
</tr>
<tr>
<td>Registered users as a percent of population</td>
<td>41%</td>
<td>41%</td>
<td>41%/40%</td>
</tr>
<tr>
<td>Percent of documents retrieved and shipped within 24 hours</td>
<td>98%</td>
<td>99%</td>
<td>98%/99%</td>
</tr>
<tr>
<td>Support Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circulation per capita</td>
<td>11.5</td>
<td>11.3</td>
<td>11.0/10.6</td>
</tr>
<tr>
<td>Percent change in circulation per capita</td>
<td>(2.5%)</td>
<td>(2.0%)</td>
<td>(2.5%)/ (6.4%)</td>
</tr>
<tr>
<td>Library Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contacts per capita</td>
<td>35.1</td>
<td>34.4</td>
<td>33.1/32.7</td>
</tr>
<tr>
<td>Reference completion rate within 24 hours</td>
<td>73%</td>
<td>73%</td>
<td>72%/73%</td>
</tr>
<tr>
<td>Customer Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent change in Library website page views</td>
<td>(3.8%)</td>
<td>2.0%</td>
<td>1.5%/4.0%</td>
</tr>
</tbody>
</table>

A complete list of performance measures can be viewed at [www.fairfaxcounty.gov/dmb/fy2017/adopted/pm/52.pdf](http://www.fairfaxcounty.gov/dmb/fy2017/adopted/pm/52.pdf)
Performance Measurement Results
The library’s annual survey to gauge customer satisfaction and provide feedback on library services was postponed from FY 2015 to FY 2016 as part of the agency’s community survey and outreach effort to update the strategic plan. Though customer satisfaction over the past few years has remained high, input from library customers as well as the community as a whole, is being sought to help FCPL focus its resources, services and staff into the future. However, nearly 5 million people came through the doors of the library in FY 2015 and the customer satisfaction rate is expected to continue to exceed the performance target of 95 percent.

Despite recent budget reductions impacting materials, in FY 2015, the library was able to achieve a circulation per capita rate of 10.6, just under the performance target. However, this is a decrease of 6.2 percent from the FY 2014 rate of 11.3 items per capita. Additional funding for materials was included in the FY 2015 Adopted Budget Plan, and when this amount is combined with funding already previously included in the baseline budget, it is expected that approximately 200,000 items will be ordered and received in FY 2016. The library continues to maintain a high reference completion rate. In FY 2015, the reference completion rate within 24 hours was 73 percent, exceeding the performance target. The contacts per capita rate was 32.7 in FY 2015 which is a decrease from the FY 2014 rate of 34.4.

Library branches continue to address customer questions in a timely manner and customer satisfaction with library resources and services remains high. The Customer Service cost center reflects a renewed commitment to the customer. The percent of documents retrieved and shipped within 24 hours was 99 percent in FY 2015. The library will continue to identify and implement opportunities to improve employee safety, security, productivity and customer service in future years.
• Allows for public viewing of budget data, expenditure data and specific vendor payments for the current fiscal year-to-date. This interactive tool was developed and is used by both the Fairfax County government and the Fairfax County Public Schools;

• The tool is part of a larger Fairfax County initiative to provide financial transparency to the citizenry;

• County-wide experience that was implemented by the Department of Information Technology the County's FBSG (the financial software support group), the Department of Management and Budget, the Office of Public Affairs, the Fairfax County Public Schools and the Department of Finance;

• Data is based on the county-wide classification system. This system is somewhat generic and is based on a structure that is relative to all County agencies, i.e., the description of the line item, etc.
  A. All County agencies use the FOCUS (Fairfax County Unified System) software for financial transactions and is the data source for the portal;
  B. The classification structure, a series of funds, fund centers, and accounts was established by the FBSG (the financial software support group) prior to implementation. The naming conventions for these accounts are not necessarily identified in a more common, agency-specific vernacular.

• Individual agencies do not have the capability to change the view or the specific information that is provided through the portal;

• The citizenry views the data at a high level of detail and is unable to "drill-down" to very specific details of the fiscal plan, i.e., expenditures are shown in groups of expenditures versus specific line items.
Fairfax County Financial Transparency Portal

www.fairfaxcounty.gov/transparency

- Allows for public viewing of budget data, expenditure data and specific vendor payments for the current fiscal year-to-date. This interactive tool was developed and is used by both the Fairfax County government and the Fairfax County Public Schools;

- The tool is part of a larger Fairfax County initiative to provide financial transparency to the citizenry;

- County-wide experience that was implemented by the Department of Information Technology the County's FBSG (the financial software support group), the Department of Management and Budget, the Office of Public Affairs, the Fairfax County Public Schools and the Department of Finance;

- Data is based on the county-wide classification system. This system is somewhat generic and is based on a structure that is relative to all County agencies, i.e., the description of the line item, etc.
  A. All County agencies use the FOCUS (Fairfax County Unified System) software for financial transactions and is the data source for the portal;
  B. The classification structure, a series of funds, fund centers, and accounts was established by the FBSG (the financial software support group) prior to implementation. The naming conventions for these accounts are not necessarily identified in a more common, agency-specific vernacular.

- Individual agencies do not have the capability to change the view or the specific information that is provided through the portal;

- The citizenry views the data at a high level of detail and is unable to "drill-down" to very specific details of the fiscal plan, i.e., expenditures are shown in groups of expenditures versus specific line items.
The portal does not show an agency's commitments/obligations, called encumbrances.
FCG and FCPS Financial Transparency Application
Fact Sheet

• **Project Scope:**
  - Joint project between FCG and FCPS.
  - Consistent approach (refresh, data, layout) for both FCG and FCPS applications/sites:
    - Official project start date - November 2012
    - Developed by in-house staff (FBSG, DIT, DMB, OPA, FCPS, and DOF).
    - ERP “FOCUS” system serves as the data source for the “transparency” application.

• **Data Refresh:**
  - Information updated by 25th of the following month for the previous month.

• **Available Data:**
  - At go-live, will contain data from all of FY2013 and 1 month (July) of FY2014.

• **2 Views:**

  1. Ability to view payments to certain vendors:

     • Allows a user to view year-to-date payments made to vendors (General trade vendors and employee benefit payment vendors (e.g. CIGNA, BCBS)) doing business with the County Government or the Public Schools in the fiscal year selected.
     • Display results contain columns for department, fund, fiscal month, and amount (aggregated payments by month).
     • In compliance with law, filter payments to sensitive vendors by restricting certain expense accounts (GLs) and payments to individuals.

  2. Ability to view budget vs actual expenditure data w/ drill down to commitment item (expenditure)

     • Allows a user to view a comparison of current budget to year-to-date actual expenditures for either a specific general fund department or a specific fund for the fiscal year and month selected. In addition you will be able to drill down to see certain categories of expenses (e.g. compensation, operating expenses).

       - FCG View Option - General Fund department or other specific fund.
       - FCPS View Option - View by Fund or Fund/Department/Office
TO: Agency Directors
FROM: Joseph Mondoro, Chief Financial Officer
        Department of Management and Budget
SUBJECT: FY 2017 Third Quarter Budget Review

The FY 2017 Third Quarter Budget Review is scheduled to begin in the Department of Management and Budget (DMB) on Thursday, February 9, 2017. Agency directors should submit their completed Third Quarter Review to DMB by no later than close of business on February 9th, although DMB encourages agencies to submit their completed Third Quarter Review prior to this date if possible. Since there is a limited amount of time for DMB review and reconciliation of issues, your timely submission is critical to ensure completion of the FY 2017 Third Quarter Review within the scheduled time period. Submissions should be made electronically and all supporting documentation should be included as attachments. Please send the email to your budget analyst and copy their supervisor; in addition, make sure the agency director/designee has indicated their approval somewhere in the email.

The FY 2017 Third Quarter Review will be included in the March 14, 2017, Board package requesting authorization to hold a public hearing. The public hearing on Third Quarter is scheduled for April 4-6, 2017 and Board action is scheduled for April 25, 2017. After Board approval, Third Quarter adjustments will be interfaced to FOCUS on or before April 28.

While there will be no major changes to the Third Quarter submission process, it is important to note that General Fund agencies will have the opportunity to participate in the Board of Supervisors (BOS) approved Incentive Reinvestment Initiative. The initiative was established to encourage staff to identify additional savings and efficiencies by allowing County departments to retain a portion of the savings generated to reinvest in employees. As a result, General Fund agencies will have the opportunity to identify savings of up to 1 percent of their FY 2017 Personnel Services budget in their Third Quarter submissions. A portion of these savings, 50 percent, will be returned to the General Fund as part of Third Quarter. The remaining 50 percent will be carried over as part of the FY 2017 Carryover Review, assuming that this amount is available at year-end, to be reinvested into employee training, conferences and other employee development and succession planning opportunities. Additional information related to this initiative and how it will be managed as part of the FY 2017 Third Quarter Review has been included in the FY 2017 Third Quarter Agency Instructions.

Due to the compressed timeframe for this process, the Third Quarter Review process will be streamlined for FY 2017. Agencies will not be required to submit FY 2017 projections as part of their Third Quarter submission. However, they should perform these projections to determine if there is a potential for a budgetary shortfall or significant balances. In addition, agencies should make sure their reconciliations are up to date and they have done a thorough review of their budgets.

Unless otherwise instructed by your budget analyst, Third Quarter submissions need only to address the following:

- **Flagging Concerns** – If, based on agency analysis, there is the potential for an agency/fund to flag (bottom-line expenditures exceed budget authority) at year-end, these concerns should be addressed in the cover memo.
PACKAGING INSTRUCTIONS

An electronic copy (please send the email to your analyst and cc their supervisor) of the Third Quarter Review must be submitted to the Department of Management and Budget by close of business February 9, 2017. The submission should include the following items:

1. Cover Memorandum (Highlighting issues, indicating whether the agency will participate in the Incentive Reinvestment Initiative, clearly identifying requested adjustments, addressing any potential shortfalls or significant surpluses)

2. Copy of FY 2017 projection calculations and FOCUS reports used in analysis, if requesting budgetary adjustments based on these projections

3. Loading Information (if applicable, for new funding requests, Incentive Reinvestment Initiative savings, etc.)

4. Fund Statement (if applicable)

5. Summary of Capital Projects (if applicable)
QUARTERLY GRANT REVIEW

Agencies with grants in 500-C50000, Federal-State Grant Fund that have closeouts, new or supplemental awards, or reallocations are required to submit the following Third Quarter package. If your agency grants do not require any of these adjustments, you do not need to submit a Grant Third Quarter package. However, you need to indicate in your cover memorandum that no grant adjustments are included. Furthermore, if you choose, your grant submission does not need to include all grants, but rather only those with changes.

As a reminder, grant activities recorded in FOCUS are as of July 1, 2011 (i.e., the beginning of FY 2012). Any activity prior to July 1, 2011 is still in FAMIS and should be viewed using DART. Consequently, in order to review the entire budget and actuals associated with awards straddling the July 1, 2011 system conversion date, you will need to look at both FOCUS and DART. The following FOCUS reports will assist with your grant review:

1. Y_DE1_02000001 (FM report by commitment item)
2. Y_DE1_02000006 (GM report by Sponsored Program and Sponsored Class)
3. Y_DE1_02000015 (GM report by Sponsored Program and Sponsored Class with all grants in the defined range in the body of the report)
4. Y_DE1_02000020 (Commitment item report for the life of the grant); and/or
5. S_PLN_16000269 (grant line item report)

The Third Quarter Grant Review is required to ensure the following:

• Review year-to-date expenditures and revenues and ensure they are in line with appropriation totals.
• Closeout grants that meet established closeout criteria.
• Complete funding adjustments to current awards, as approved by the Grantor.
• Appropriation any new or supplemental grant awards.
• Provide summary of awards approved administratively during the year.
• Ensure that FOCUS is correct for the current year Revised Budget Plan revenues, expenditures, and appropriations.

Grant Closeout Procedures:
A grant is considered ready to be closed out when:

• The program year expires and the Grantor has not approved its extension, and/or
• The project has been completed, and/or
• All the funding has been expended and all revenues have been received.

When a grant falls into one or more of the above categories, the grant can be closed out. Closing out a grant means that all Grantor requirements stipulated in the grant agreement have been met and the financial records of the grant project are finalized and are ready to be closed. Being closed means that:

• No more financial transactions will be necessary or required for this grant project or program year,
• All budgetary authority has been deobligated, and
• The Board will be notified (via the third quarter or carryover package) of the close out.
FY 2017 Third Quarter Instructions

Areas” choose “Budget Process” and then choose “Third Quarter;” under the “Grant Instructions and Forms” section click on the “Grant Master Data Form.”

- Grant Budget Loadings
  DMB will do all budget loadings centrally at Third Quarter; however, agencies must complete the Grant Budget Loading Template in order for DMB to complete this task. The Grant Budget Loading Template is available on the DMB fairfaxNET page at http://fairfaxnet.fairfaxcounty.gov/Dept/DMB/Pages/default.aspx. Under “DMB Areas” choose “Budget Process” and then choose “Third Quarter;” under the “Grant Forms” section click on the “Grant Budget Loading Template.” The “Grant Budget Loading Template” has two worksheets, one for new awards (tab in workbook called NEW AWARDS) and one for supplemental awards (tab in workbook called SUPP-REAL).

- Positions (if applicable)
  All new grant positions being requested as part of third quarter should be detailed in the submission memo. The actual position control form creating the position will not be submitted until after the position is approved; however, please include the following information in the submission memo:
  - Grant name and number position will be associated with
  - Position Grade and Class
  - Whether the position is grant merit, B or T status

- Summary paragraph
  For the summary paragraph, the agency should write a brief paragraph on each new/supplemental award included at third quarter. The paragraph should include: grant name and number, funding source, amount of Local Cash Match or in-kind requirements, grant period, a brief description of the grant program, whether the grant was anticipated or unanticipated, the reason for the adjustment (if applicable), and any new or continued positions associated with the grant.

Reallocation Procedures:
If the grantor is allowing for the reallocation of funds between Grants or Sponsored Programs, please complete the budget loading template. The budget loading template can be accessed on the on the DMB fairfaxNET page at http://fairfaxnet.fairfaxcounty.gov/Dept/DMB/Pages/default.aspx. Under “DMB Areas” choose “Budget Process” and then choose “Third Quarter;” under the “Grant Forms” section click on the “Grant Budget Loading Template.” The “Grant Budget Loading Template” has two worksheets; please complete the worksheet for reallocations (tab in workbook called SUPP-REAL). In addition, for reallocations between Grants, documentation of grantor approval must be submitted.

Other Important Notes:
1. Temporary allocations done in advance of third quarter will be backed out by DMB, but the agency should submit the official documentation of the award (in the form of a letter, email etc.) as part of their submission.

2. Quarterly Local Cash Match drawdowns should already have been submitted. However, if they have not, they can be submitted prior to Third Quarter.

3. Summary paragraphs of grants approved administratively by DMB during the year should have been submitted at the same time that the budget document was submitted. However, if an agency has not submitted a summary paragraph (similar to the paragraph required for new awards as part of Third Quarter described above), this should be done prior to Third Quarter.
INCENTIVE REINVESTMENT INITIATIVE

The Incentive Reinvestment Initiative, as approved by the Board of Supervisors, will continue as part of the FY 2017 Third Quarter Review. The initiative was established to encourage staff to identify additional savings and efficiencies by allowing County departments to retain a portion of the savings generated to reinvest in employees. General Fund agencies will be challenged to save an amount equal to 1 percent of their personnel budget. It is important to note that agencies will be allowed to identify savings less than, but not more than, 1 percent of their personnel budget. Of the total amount identified, 50 percent will be returned to the General Fund as part of Third Quarter. The remaining 50 percent will be treated as unencumbered carryover during the FY 2017 Carryover Review if it is not spent in FY 2017.

As part of the FY 2017 Third Quarter Review, agencies should note in their cover memorandum whether they intend to participate in the program. Agencies that participate in the program will be required to provide the loading information associated with their identified savings (Fund Center(s) and GL Account(s)). As part of Third Quarter, DMB will transfer all savings identified within an agency to a unique GL Account in a single Fund Center. As a result, agencies with multiple Fund Centers should indicate where they would like the savings to be located. This will allow for both DMB and agency financial contacts to more easily manage the identified savings.
3) Fund-Or Value(s)
   - Enter the appropriate fund, such as 100-C100001 (General Fund)

4) Funds Center
   - Enter the funds center grouping, such as G7979 or enter a specific funds center in the Or Value(s) field, such as G7979010001.
   - When using a funds center grouping, users can still view data on specific funds centers after executing the report.

5) Commitment Item
   - There are three main commitment item groups that can be used in this field. These groups will allow users to view data by superior commitment item group, with the option of expanding data to see individual commitment items.
     - Enter "FCG" for County expenses & transfers out
       - Enter "FCGLITE" for County expenses
     - Enter "FCGR" for County revenues & transfers in
       - Enter "FCGRLITE" for County revenues
     - Enter "G" for County revenues, expenses & transfers

Once all criteria has been entered, users can execute the report.

Analyzing Reports

1) When executed, the report appears with the report navigation section turned on. To close this screen (and see more columns on the report), click the Navigation On/Off button.

2) When the navigation screen is on, users can drill down to see specific data elements, such as funds centers. In this example, Funds Center is chosen in the Variation: Characteristics section, therefore users can drill down on specific funds centers in the Variation: Funds Center section. Depending on the data and the criteria used when running reports, users may be able to drill down on funds, grants, and funded programs as well.
PERSONNEL SERVICES

Agencies can utilize FOCUS reports in conjunction with PEAQ data to perform Personnel Services projections. Pay Period #1 has posted in FOCUS, and, as of January month-end, there will be 12.5 pay periods remaining in the fiscal year. When performing projections, agencies should keep in mind the impact of new hires, anticipated retirements, and leave payouts.
FY 2017 Third Quarter Instructions

REFERENCE SECTION

Payroll Chart

<table>
<thead>
<tr>
<th>Pay Period #</th>
<th>Dates of Payroll</th>
<th>Number of Pay Periods Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>01/07/17 – 01/20/17</td>
<td>12.5</td>
</tr>
<tr>
<td>3</td>
<td>01/21/17 – 02/03/17</td>
<td>11.5</td>
</tr>
<tr>
<td>4</td>
<td>02/04/17 - 02/17/17</td>
<td>10.5</td>
</tr>
<tr>
<td>5</td>
<td>02/18/17 - 03/03/17</td>
<td>9.5</td>
</tr>
<tr>
<td>6</td>
<td>03/04/17 - 03/17/17</td>
<td>8.5</td>
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<tr>
<td>7</td>
<td>03/18/17 - 03/31/17</td>
<td>7.5</td>
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<tr>
<td>8</td>
<td>04/01/17 - 04/14/17</td>
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<td>1.5</td>
</tr>
<tr>
<td>14</td>
<td>06/24/17 – 06/30/17</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Intergovernmental Agency Billings

<table>
<thead>
<tr>
<th>Intergovernmental Agency</th>
<th>Number of Months Billed through January</th>
</tr>
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<tbody>
<tr>
<td>Department of Vehicle Services:</td>
<td>7</td>
</tr>
<tr>
<td>Document Services:</td>
<td></td>
</tr>
<tr>
<td>- Postage</td>
<td>6.5</td>
</tr>
<tr>
<td>Department of Information Technology</td>
<td></td>
</tr>
<tr>
<td>- Copier</td>
<td>6</td>
</tr>
<tr>
<td>- Telephone (baseline)</td>
<td>12</td>
</tr>
<tr>
<td>- Telephone (moves, adds, and changes)</td>
<td>6</td>
</tr>
<tr>
<td>- Radio Center</td>
<td>7</td>
</tr>
<tr>
<td>- Technology Infrastructure Services</td>
<td>12</td>
</tr>
<tr>
<td>- PC Replacement</td>
<td>12</td>
</tr>
<tr>
<td>- Print Shop</td>
<td>7</td>
</tr>
<tr>
<td>Division of Solid Waste:</td>
<td>6</td>
</tr>
</tbody>
</table>

1 The postage billing cycle starts in mid-June with a bill for one-half month. Billings are monthly thereafter for a year-to-date total of 6.5 months.
DATE: July 24, 2015

TO: Department Directors

FROM: Joseph M. Mondoro
Acting Chief Financial Officer/Director
Department of Management and Budget

SUBJECT: FY 2017 Budget Development Guidance

Congratulations on the close of another successful fiscal year! All departments and funds finished FY 2015 within their appropriations. We appreciate the hard work of you and your financial management staff toward this achievement.

As is always the case this time of year, we need to turn our focus to the development of the upcoming budget. We recognize this year that the timing of the budget process parallels the considerable efforts departments are making to complete the first phase of LOBs. As a result, we have attempted to simplify the process somewhat.

At this stage in the FY 2017 budget development process we are projecting a deficit for the County’s General Fund of approximately $96 million. In addition, the Schools are projecting a deficit of $80 million after accounting for their projected requirements and a 3 percent increase in the County transfer.

Built into the County projected shortfall are a number of new positions and program expansions. Given the magnitude of the deficit, it is likely that most, if not all, of these will be deferred. That said, it is important to identify what our needs are so the tradeoffs that are necessary in building the budget are well informed. More detail is provided below in the Multi-Year section of this memo concerning identifying these requests.

While we are projecting a substantial deficit at this point, and it is likely that some level of reductions will be necessary, we are not requiring that reductions be submitted by you at this time but may be required at a later date. Instead, during the Fall, in addition to making refinements to the projections for FY 2017 revenues, DMB staff will also be compiling a list of possible reduction options for consideration and discussion with the County Executive and the Deputies. These reductions will be identified from the array of reduction options that have been submitted in the past as well as the Mission Savings ideas that were generated last Fall. If any of these reductions are identified as options, DMB will coordinate with you to ensure that the complete impact is identified and your perspective is incorporated before any recommendations are made. In addition, if there are any additional opportunities for generating efficiencies/making reductions that you think should be considered, please let me know.

In addition, staff will be reviewing overall spending trends in categories of expenditures to determine if savings are possible for FY 2017. As an example, a number of departments continue to see a large number of retirements. Potentially these retirements are producing flexibility in personnel services that can offset cost increases in FY 2017. Finally, the DMB Revenue Team will be reviewing revenue categories to determine what options exist for adjusting them for FY 2017. Your revenue analysts will be contacted individually if one of your categories will be discussed for adjustment.
The Board of Supervisors were very clear in their direction in April 2015 that funding for full compensation be included for FY 2017. Consequently, DMB will calculate the costs for public safety merits and longevities and general county performance increases and longevities to be included in the FY 2017 Advertised Budget. Later in the Fall, once the data is available, we will do the same for the Market Rate Adjustment.

Agency Budget Submission Due Dates
We have not identified specific due dates again this year recognizing that each department’s internal schedule is a little different. Therefore, please consult with your DMB analyst regarding mutually acceptable dates for your department budget submission. Generally speaking, the goal is to have General Fund submissions due by early October 2015 and Capital and Other Fund submissions due by mid-September 2015.

Multi-Year Budget Plan
Expanding on the success of the “Multi-Year Budget Plan” initiated in FY 2014, we will begin to present projected budgets for an additional year in the future. Multi-year budgeting serves as a planning tool to provide County decision-makers with a broader perspective of issues and options by providing:

- more complete outline of prospective FY 2017, FY 2018 and FY 2019 issues that need to be addressed as part of the budget process
- concise analysis of the impact of decisions

As we build the multi-year budget, please identify anticipated needs and requirements for the period of FY 2017 - FY 2019 in your submission memo, including:

- New Positions
  - number of positions requested
  - job class of positions requested
  - salaries, including calculated fringe benefit amount, of positions requested
- New Facilities
- Federal and State Government reductions
- Contract Rate Adjustments
- Other Cost Drivers

In addition funding requirements will also be identified for overall categories of

- Compensation (DMB and DHR)
- Fringe Benefits (DMB, DHR and Retirement)
- Revenues (Revenue team will consult with Departments)

COMPLETE INSTRUCTIONS AND FORMS
The online FY 2017 budget development instructions include information and forms necessary to assist agencies in formulating their baseline request for FY 2017 as well as any addendum requests for new positions and new facilities. All the relevant forms are posted on the DMB FairfaxNet site at http://fairfaxnet.fairfaxcounty.gov/Dept/DMB/Pages/BudgetDevelopmentGuide.aspx. This information includes:
- Submission requirements
- Budget narratives:
  - Org Chart
  - Mission
  - Focus (agencies are recommended to review and shorten this section where possible)
  - Position Detail by Cost Center – hand mark changes
- Fund Statements (if applicable)
  - Summary of Capital Projects (if applicable)
- General Fund Revenues Form (if applicable)
- FY 2017–FY 2019 Anticipated Requirements (outlined in your submission memo)
- Performance Measurement Efficiency Calculation Spreadsheet
- Instructions for Capital Projects
- Instructions for Federal/State Grants

The following summary information is also provided:

**Loadings** - DMB will continue using an internal database for budget development and to facilitate populating FOCUS. This database is not currently web-enabled and therefore will be maintained by DMB so agencies will not be required to load adjustments into it. Personnel Services will be adjusted to reflect FY 2017 salary increases, including the full year impact of FY 2016 actions for Public Safety merits and longevities, while Operating Expenses, and Recovered Costs will remain at the FY 2016 Adopted Budget level and Capital Equipment will be zeroed out. It should be noted that recurring adjustments included for the FY 2015 Carryover Review will also be loaded centrally by DMB once Carryover is approved by the Board of Supervisors on September 22, 2015. Please contact your budget analyst to request a download of FY 2017 baseline budget data for your fund/department. For those funds that are not populated by DMB, please provide the loading information in the Department Adjustment column on the Excel spreadsheet so that your DMB analyst can load the budget into the budget database. In addition, if you have reallocations you need to make, please work with your analyst to determine the best way to provide this information.

**Personnel Services** - Agencies are encouraged to use available resources, such as PEAQ and the Payroll Cost Detail Report in FOCUS, to perform projections in order to validate personnel services budgets. For funds other than the General Fund, this review should include fringe benefits. If you have concerns with your personnel services budget, please contact your analyst.

**Operating Expenses** - Contract rate increases should be requested at 2 percent for Personnel Service driven contracts. At this point it is not guaranteed that this increase will be funded.

Potential other adjustments to internal service fund charges like fuel and telecommunications will be made centrally by DMB. If changes are made, more information will be provided to you later in the Fall/Winter 2015.

While discretion will remain with agency heads, there will also be the need to maintain tight limits on travel and training expenses for all agencies in FY 2016 and FY 2017, focusing expenditures on training that ensures continuity of mission critical operations and succession planning.

**Performance Measurement** - Agencies are required to update the Performance Measurement (PM) database (https://infoweb.fairfaxcounty.gov/pmap) with all the requisite information for prior and current years, including FY 2015 actuals, Current Estimate for FY 2016 and Future Estimate for FY 2017.
For the FY 2017 Advertised Budget Plan, we will publish the following performance measures:

- FY 2013 Actual
- FY 2014 Actual
- FY 2015 Estimate/Actual
- Current Estimate FY 2016
- Future Estimate FY 2017

**Agency Dashboards** - The “Agency Dashboards” embedded in the budget narrative will have to be updated to include FY 2015 actuals. Please confirm the accuracy of all data submitted in this table.

**Capital Programs** - Concerning capital program submissions, FY 2017 capital budget requests should be submitted to DMB and should contain requests for funding in FY 2017 only. General Fund Capital Project requests must reflect fiscal constraint, including emergency/critical requirements only.

All capital project requests for General Fund money should be presented in priority order and must clearly identify the safety and other special considerations necessitating funding.

- Provide a clear statement indicating the impact if the requested General Fund money is not provided.
- Provide a brief summary of the non-critical requests that might have been included should funding have been available. DMB will also be contacting agencies directly concerning any project balances that may be required to fund project shortfalls or critical new projects.
- Requests for bond funded projects should be in compliance with the cashflow approved as part of the Adopted FY 2016 - FY 2020 Capital Improvement Plan (with Future Fiscal Years to 2025). Requests for funding beyond the FY 2016 approved CIP schedules will be considered based on bond cashflow flexibility and determined during the development of the FY 2017 budget.

**Information Technology Projects** - Information about the Information Technology (IT) project submission process for FY 2017 will be coming from the Department of Information Technology.

**Grants** - For Fund 50000, Federal and State grants, submissions requiring local cash match must also be prioritized.

Cc:    Edward L. Long Jr., County Executive  
        Patricia Harrison, Deputy County Executive  
        David Molchany, Deputy County Executive  
        David M. Rohrer, Deputy County Executive  
        Robert A. Stalzer, Deputy County Executive
PRESENTATION
Library Budget Summary:

FY 2017 (Current Year) Adopted: $27.9M

- ($22.0 million in Personnel supporting 380 regular positions, and $5.9M in Operating Expenses)
- An additional $1.5 million in one-time funding was carried over from the previous year, supporting additional operating expenses, including:
  - Additional materials
  - Incentive Reinvestment Initiative
  - Loose furniture for renovated Tysons-Pimmit branch

FY 2017 (Current Year) Revised: $29.4M

- Of this total, projected spending includes:
  - $20.6M in Personnel
  - $6.9M in Base Operating plus one-time expenditures noted above
  - $0.3M for Integrated Library System Project (IT)
  - $0.4M for Loose Furniture etc. at renovated John Marshall Branch
  - Amount TBD for materials

FY 2018 Advertised Budget: $28.5M (increase of $0.6M – supports 379 regular positions)

- Built off the $27.9M Adopted Base from FY 2017
  - Additional $0.4M for performance-based/longevity increases for staff
  - Additional $0.3M for specific job class increases identified in the County’s benchmark survey with comparator jurisdictions
    - Impacts the following job classes in Library: Library Aide; Library Assistant I-IV; Library Info. Assistant, Library Page
    - Individuals in these job classes receive a pay adjustment equal to 3% of the midpoint of the new salary grade if current salary is below the midpoint or 1.5% if above
  - Reduction of $0.15M, and 1/1.0 FTE vacant position and operating expenses associated with an internal realignment in the Technical Operations Center
FY 2018 General Fund Revenues are increased $88.20 million, or 2.2%, over the FY 2017 Adopted Budget Plan

$77.2 million, or 1.9%, over the FY 2017 Revised Budget Plan

FY 2018 General Fund Disbursements are increased $90.7 million, or 2.3% over the FY 2017 Adopted Budget Plan

$27.2 million, or 0.7%, over the FY 2017 Revised Budget Plan

Budget balanced at current Real Estate tax rate of $1.13 per $100 of assessed value

An overall increase for both County disbursements and School transfers of 2.41%

$51.69 million (2.70%) increase in School Operating Transfer

Includes more than $13 million in savings/minor revenue enhancements and 13 position eliminations generated from opportunities submitted by County agencies

Net position increase of 50 County positions

Lack of funding limited the number of Board priorities that could be addressed

Available balance of $1.99 million for the Board's consideration

In November, presented forecast to Board of Supervisors and School Board indicating modest revenue growth and a projected budget shortfall—not including funding of many important priorities

Forecast was based on weak growth in Real Estate values

Real Estate picture has improved slightly

However, overall message is the same: County needs are greater than our resources
**FY 2018 Advertised Budget Summary (Continued)**

- FY 2018 Budget proposal maintains our commitment to:
  - Meeting the requirements of the County's financial policies
  - Fairly addressing needs for both the County and Schools
  - Providing some pay increases for County employees
  - Managing the impact on County taxpayers

- Focus on meeting Board priorities, particularly related to prior Board actions, and including opportunities for savings and efficiencies

**Commitment to Fiscal Responsibility**

- FY 2018 proposed budget includes over $13 million in savings and minor revenue enhancements
  - Marks 10th straight year annual budget has included reductions
  - Since FY 2009, we have reduced funding by over $344 million and have eliminated 753 positions
  - Average annual growth over the past decade (2.1% annually, from $3.32 billion in FY 2008 to $4.10 billion in FY 2018) is less than one-third of the growth in the prior decade (6.5% annually, from $1.77 billion in FY 1998 to $3.32 billion in FY 2008)

- Budget recommendation includes funding to address our new pension and reserve policies adopted by the Board in 2015
  - In January, all three rating agencies reaffirmed the County’s AAA bond rating

**Commitment to our Public Schools**

- Advertised budget provides increase of $51.69 million, or 2.70%, over FY 2017 for the County’s transfer to the School Operating Fund
  - More than the $40 million projected in November

- Schools represent 52.8% of General Fund Disbursements
  - Up from 52.7% in FY 2017

- An almost $61 million gap remains between the Advertised transfer and the School Board’s request

- Of the total projected revenue increase of $88.2 million, $50.95 million – or 58% – is allocated to Schools

**Commitment to our Employees**

- FY 2018 budget proposal funds performance, merit and longevity increases for all merit employees
  - Average increase of 2.00% for non-uniformed General County employees
  - Average increase of 2.25% for uniformed Public Safety employees

- Also includes some pay adjustments resulting from market reviews

- Based on the cost of the calculated 1.65% Market Rate Adjustment, I was not able to include funding of the MRA
  - In accordance with compensation priorities included with new County pay plan approved in 2014

- For benefits, increased contributions for our pension systems are included as well as a small increase in our Retiree Health Benefits Subsidy
Commitment to our Residents

- The FY 2018 Advertised Budget is balanced at the current Real Estate Tax Rate of $1.13 per $100 of assessed value
  - Last year, the rate was increased 4 cents from $1.09
- The average tax bill will increase $40.69
- The value of 1 cent on the Real Estate tax rate is $23.75 million in FY 2018

Significant Unfunded Priorities in FY 2018

- Some significant County priorities that could not be included in the FY 2018 proposal include:
  - Market Rate Adjustment of 1.65% ($19.8 million)
  - Second year of Diversion First funding ($5.3 million)
  - Police Span of Control Positions per Ad-Hoc Recommendations and Consultant Study ($7.9 million)
  - Public Safety Staffing Plan ($8.5 million)
  - Additional funding for employment and day support for individuals with developmental disabilities (Up to $6.7 million)
  - Next phase of the Ad-Hoc Police Commission recommendations on top of the Span of Control positions noted above (estimated at $7.0 million)

FY 2019 Budget Outlook

- FY 2019 will be another challenging budget year
  - Signs continue to point to modest revenue growth at best
    - High commercial vacancies
    - Looming sequestration impact
    - Job growth occurring in lower wage sectors
  - Significant projected impact for Metro
  - Uncertainty about impact of new administration’s policies and programs
  - Many important funding requirements have been deferred
  - State resolution of budget issues could impact County and Schools

Economic Outlook
In 2016, U.S. economy grew at a lackluster rate of 1.6% percent, down from the 2.6% GDP growth experienced in 2015.

The Federal Reserve raised the federal funds rate again in December 2016 for the second time in almost a decade.
- Reflected the "considerable progress the economy has made" toward full employment and inflation target of 2 percent.
- The Fed indicated that rates could continue to increase during 2017 more quickly than previously projected.
- Interest rates impact the Investment Interest revenue that the County earns on its portfolios.

Looking ahead, great uncertainty about the effect of the new administration on the economy.
- Tax policy
- Affordable Care Act
- Infrastructure spending
- Interest rates and market reaction
- Immigration policy
- Trade policy
- Sequestration

The County's economy continues to be impacted by the effects of sequestration and defense spending cuts.
- Loss of high paying jobs
- Recent job gains have been in lower paying sectors.

High office vacancy rate in the County — over 20 million sq. ft. vacant out of 116.4 million sq. ft.
- As of mid-year 2016, direct office vacancy rate was 16.5%, highest since 1991, when it was 16.8%.

During 2016, the local real estate market underperformed the nation again.
- Based on the S&P/Case-Shiller home price index, home prices were up 5.1% nationally through October 2016, but grew 3.4% in the Washington DC Metro area.

County's FY 2018 real estate equalization growth lower than anticipated — half of what it was in FY 2017.

Federal procurement contracts in the County decreased 2.6% in FY 2015 (the last year for which data is available).

Federal procurement spending is 133% below its level in FY 2012.
- Average growth of 13.5% per year from FY 2007-2011
- Flat in FY 2012
- Dropped almost 15% in FY 2013
- FY 2014 increased 1.5%
County's labor market added jobs in 2015 and growth has continued through mid-2016

### Job Growth In Fairfax County

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Non-Farm Employment</th>
<th>Increase/ Decrease</th>
<th>% Change</th>
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</thead>
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<td>12,352</td>
<td>2.1%</td>
</tr>
<tr>
<td>2013</td>
<td>595,638</td>
<td>(1,895)</td>
<td>(0.3%)</td>
</tr>
<tr>
<td>2014</td>
<td>588,507</td>
<td>(7,131)</td>
<td>(1.2%)</td>
</tr>
<tr>
<td>2015</td>
<td>596,878</td>
<td>8,371</td>
<td>1.4%</td>
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<tr>
<td>2016</td>
<td>603,738</td>
<td>6,860</td>
<td>1.1%</td>
</tr>
</tbody>
</table>

**FY 2018 Advertised Budget: Where It Comes From**

**FY 2018 General Fund Revenues $4.10 billion**

- Revenue from the Commonwealth: $1,287,850
  - Sales & Use Tax: $323,000
  - Other: $964,850
- Revenue from the Use of Personal Property Taxes: $311,842
  - Real Estate: $311,842
- Revenue from the Use of General Fund: $591,842
  - Real Estate Taxes: $311,842
  - Other: $280,000

FY 2018 Advertised Budget: Where It Comes From

- Revenue from the Commonwealth: $1,287,850
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  - Real Estate: $311,842
- Revenue from the Use of General Fund: $591,842
  - Real Estate Taxes: $311,842
  - Other: $280,000

**Annual Change in General Fund Revenue FY 2009 - FY 2019**

- 2009: 1.1%
- 2010: 0.0%
- 2011: 1.8%
- 2012: 1.3%
- 2013: 3.8%
- 2014: 4.1%
- 2015: 4.2%
- 2016: 3.2%
- 2017: 1.5%
- 2018: 2.2%
- 2019: 2.5%

* Without the 4 cent Real Estate tax rate increase, revenue would be up 0.5%.
Annual Growth in Major Revenue Categories

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate - Current</td>
<td>$2,114.4</td>
<td>$2,208.0</td>
<td>$2,347.1</td>
<td>$2,428.8</td>
<td>$2,591.4</td>
<td>$2,639.9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent Change</td>
<td>3.7%</td>
<td>4.4%</td>
<td>6.3%</td>
<td>3.5%</td>
<td>6.9%</td>
<td>1.9%</td>
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<tr>
<td>Personal Property - Current</td>
<td>$105.3</td>
<td>$106.4</td>
<td>$108.6</td>
<td>$107.6</td>
<td>$106.3</td>
<td>$109.6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent Change</td>
<td>7.3%</td>
<td>5.2%</td>
<td>2.4%</td>
<td>2.0%</td>
<td>1.2%</td>
<td>2.0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Tax</td>
<td>$166.9</td>
<td>$165.5</td>
<td>$176.4</td>
<td>$178.8</td>
<td>$178.8</td>
<td>$183.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent Change</td>
<td>2.5%</td>
<td>(0.9)%</td>
<td>6.6%</td>
<td>1.4%</td>
<td>0.0%</td>
<td>2.5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OGIC - Current</td>
<td>$105.2</td>
<td>$102.8</td>
<td>$103.3</td>
<td>$103.3</td>
<td>$103.1</td>
<td>$101.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent Change</td>
<td>4.3%</td>
<td>(7.7)%</td>
<td>0.4%</td>
<td>0.0%</td>
<td>1.0%</td>
<td>1.3%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total General Fund</td>
<td>3.0%</td>
<td>2.5%</td>
<td>4.2%</td>
<td>3.0%</td>
<td>4.0%</td>
<td>1.9%</td>
<td>2.0%</td>
<td></td>
</tr>
</tbody>
</table>

*Without the 4 cent Real Estate tax increase, revenue would be up 1.0%.

Real Estate Tax Base

<table>
<thead>
<tr>
<th>Year</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equalization</td>
<td>20.80%</td>
<td>18.70%</td>
<td>24.41%</td>
<td>(0.22)%</td>
<td>(10.53)%</td>
<td>(6.16)%</td>
<td>2.67%</td>
</tr>
</tbody>
</table>
| - Residential | 12.80 | 20.67 | (3.33)% | (3.38)% | (3.33)% | (3.33)% | 2.34%
| - Nonresidential | 7.94 | (16.64)% | 13.57% | 7.20 | (4.54)% | (14.29)% | 3.75%
| Growth | 2.05 | 2.04 | 1.68 | 1.53 | 0.57 | (0.12)% | 0.60%
| TOTAL | 23.46% | 22.77% | 21.05% | 20.18% | 20.18% | (9.20)% | 3.27%

Residential Equalization Trends

- Residential equalization increases have continued to decline at an alarming trend

<table>
<thead>
<tr>
<th>Year</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019 Projected</th>
</tr>
</thead>
</table>
| Equalization | 4.84% | 3.40% | 1.64% | 0.68% | 1.00%
| - Residential | 4.54 | 3.39 | 1.64 | 0.68 | 1.00%
| - Nonresidential | 0.30 | 0.00 | 2.87 | 1.05 | 1.00%
| Growth | 0.93 | 1.06 | 1.04 | 0.62 | 0.90%
| TOTAL | 5.77% | 2.40% | 2.58% | 1.89% | 1.90% |

- It takes approximately $2.1 billion in additional assessed value to equal 1 cent on the Real Estate tax rate ($23.75 million).

Residential Market

- Total increase of 0.68% in residential equalization
  - Average price of homes sold in CY 2016 was essentially flat
  - January 2017 assessed values grew at less than 50% of the January 2016 rate (1.64%)
  - The number of home sales rose 6.1%, from 14,850 homes in 2015 to 15,755 in 2016
  - Homes that sold in 2016 stayed on the market for an average of 52 days, the same as in 2015
  - There are more than 342,000 residential properties in Fairfax County
  - Over half had no change or saw a decrease in assessed value
Residential Equalization

- Residential properties comprise approximately 74.4% of total base

### Residential Equalization Percent Changes

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>FY 2013</th>
<th>FY 2014</th>
<th>FY 2015</th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family (71.7%)</td>
<td>3.70</td>
<td>3.11</td>
<td>5.82</td>
<td>3.27</td>
<td>1.69</td>
<td>0.62</td>
<td></td>
</tr>
<tr>
<td>Townhouses/Duplexes (19.7%)</td>
<td>1.20</td>
<td>4.59</td>
<td>3.39</td>
<td>3.01</td>
<td>2.05</td>
<td>1.37</td>
<td></td>
</tr>
<tr>
<td>Condominiums (8.0%)</td>
<td>0.08</td>
<td>1.42</td>
<td>10.31</td>
<td>4.48</td>
<td>0.73</td>
<td>0.35</td>
<td></td>
</tr>
<tr>
<td>Vacant Land (3.5%)</td>
<td>1.66</td>
<td>2.89</td>
<td>3.03</td>
<td>0.92</td>
<td>0.63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (0.1%)</td>
<td>0.96</td>
<td>4.74</td>
<td>3.42</td>
<td>2.58</td>
<td>8.42</td>
<td>5.52</td>
<td></td>
</tr>
<tr>
<td>Total Residential</td>
<td>0.71</td>
<td>3.50</td>
<td>6.54</td>
<td>3.35</td>
<td>1.64</td>
<td>0.68</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Nonresidential Real Estate

- High office vacancy rate in the County — over 20 million sq. ft. vacant out of 116.4 million sq. ft.
- According to the Economic Development Authority, approximately 73% of the County’s office space is obsolete
- Office vacancy rates as of mid-year 2016
  - 15.5% direct, up from 16.2% as of year-end 2015, highest level since 1991 when it was 16.8%
  - 17.4% sublets, up from 17.2% at year-end 2015
- Office real estate values down after increasing last year
- Currently, over 2.4 million sq. ft. office under construction
- Nearly 6% is already pre-leased
- Metrorail’s new Silver Line spurring new construction, including residential
  - In Tysons, 27 major applications with about 30 million sq. ft. approved since 2010
  - Six major buildings were delivered between October 2015 and October 2016
  - About 3 million sq. ft. in 12 buildings currently under construction
  - Nine major applications under review, proposing about 15 million sq. ft.
- The pace of actual construction will determine the impact to the tax base

### Nonresidential Equalization Percent Changes

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Apartments (29.0%)</td>
<td>5.30</td>
<td>4.90</td>
<td>3.95</td>
<td>1.20</td>
<td>2.92</td>
<td>3.37</td>
<td></td>
</tr>
<tr>
<td>Office Condominiums (3.2%)</td>
<td>0.31</td>
<td>0.67</td>
<td>0.50</td>
<td>1.86</td>
<td>0.49</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial (6.0%)</td>
<td>0.75</td>
<td>0.89</td>
<td>1.77</td>
<td>0.83</td>
<td>1.43</td>
<td>0.26</td>
<td></td>
</tr>
<tr>
<td>Retail (7.1%)</td>
<td>7.18</td>
<td>1.55</td>
<td>1.52</td>
<td>2.46</td>
<td>1.56</td>
<td>7.19</td>
<td></td>
</tr>
<tr>
<td>Office - Low Rise (3.5%)</td>
<td>11.54</td>
<td>(2.34)</td>
<td>(2.94)</td>
<td>(4.67)</td>
<td>3.42</td>
<td>11.39</td>
<td></td>
</tr>
<tr>
<td>Office - High Rise (3.0%)</td>
<td>7.08</td>
<td>(1.72)</td>
<td>(2.43)</td>
<td>(5.00)</td>
<td>1.73</td>
<td>1.39</td>
<td></td>
</tr>
<tr>
<td>Vacant Land (1.0%)</td>
<td>3.01</td>
<td>0.74</td>
<td>1.19</td>
<td>4.42</td>
<td>1.50</td>
<td>1.17</td>
<td></td>
</tr>
<tr>
<td>Hotels (3.3%)</td>
<td>3.87</td>
<td>3.04</td>
<td>4.82</td>
<td>0.26</td>
<td>3.67</td>
<td>0.12</td>
<td></td>
</tr>
<tr>
<td>Other (15.8%)</td>
<td>3.27</td>
<td>1.17</td>
<td>2.35</td>
<td>5.26</td>
<td>3.70</td>
<td>6.73</td>
<td></td>
</tr>
<tr>
<td>Total Nonresidential</td>
<td>0.21</td>
<td>0.14</td>
<td>0.10</td>
<td>0.90</td>
<td>2.87</td>
<td>1.89</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Nonresidential Real Estate Revenue

- Commercial/Industrial percentage of total real estate assessment base:
  - FY 2018 = 19.12%
  - FY 2017 = 18.89%
  - FY 2016 = 18.67%
  - FY 2015 = 19.01%
  - FY 2014 = 19.96%
  - FY 2013 = 20.77%
  - FY 2012 = 19.64%
  - FY 2011 = 19.70%
  - FY 2010 = 22.67%
  - FY 2009 = 21.06%
  - FY 1990 – Highest rate recorded of 26.76%
  - FY 1983 – Lowest rate recorded of 16.12%
How Resources are Allocated

- Total available resources total $88.10 million
- Schools support and County requirements are both increased 2.41% over FY 2017
- Of the total projected revenue increase, approximately 58% is allocated to Schools
- Reserve requirements are decreased based on slower growth, however still meet Board policy guidelines
- A balance of $1.99 million is available for the Board's consideration in the adoption of the FY 2018 budget

FY 2018 Budget Summary

- Proposed County General Fund transfers total $2.17 billion
- Overall Schools support is increased $50.95 million, or 2.41%, over FY 2017
  - School operating transfer of $1.97 billion reflects an increase of 2.70%, or $51.69 million
  - Support for School Capital Construction remains at $13.1 million.
  - School debt service transfer of $189.13 million supports $155 million in annual bond sales
- The County also provides additional support to the Schools in the amount of $83.4 million for programs such as Head Start, School Health, Behavioral Health Services, School Resource Officers, School Crossing guards, after-school programming, field maintenance and recreation programs, among others

Fairfax County Public Schools

- On February 9, the Fairfax County School Board requested an FY 2018 operating transfer of $2.03 billion
  - Requires a $112.54 million increase or 5.9% over the FY 2017 Adopted Budget Plan General Fund transfer to fully fund the School's budget request
  - The difference between the Advertised budget and the request is almost $61 million, equating to approximately 2.5 cents on the Real Estate tax rate
  - The School request exceeds total County available revenues of $88.2 million by over $24 million
**Fairfax County Public Schools (Continued)**

- K-12 funding has decreased from 35% of the state's General Fund in FY 2009 to less than 29% in FY 2017
- Between FY 2010 and FY 2016, Virginia implemented sizable structural budget cuts to K-12, costing localities a cumulative $6 billion
- Burden has increasingly shifted to localities
- Approximately 72% of the FCPS budget is funded by the County
  - The average district receives about 41% from its local government
  - If County only funded 41% of FCPS budget, would save approximately $817 million

**County Employee Compensation Summary**

- Board adopted a new pay plan for General County employees in 2014 that was implemented in the FY 2016 budget
- Based on limited resources — and consistent with the November forecast — funding of $19.8 million for the calculated 1.65% Market Rate Adjustment could not be included
- New pay plan allowed for deferral of Market Rate Adjustment in years of budgetary constraint
- Funding of performance, merit, and longevity increases are included
  - Pay increases related to General County market reviews for specific job classes
  - Pay scale adjustments for uniformed Police and Sheriff based on consultant review (more details in Public Safety section)
  - Funding for review of uniformed Fire and Rescue pay scale will be recommended as part of FY 2017 Third Quarter Review
- In addition, required benefit adjustments are funded

**County Employee Compensation (Continued)**

- **Employee Pay**
  - $23.51m
    - General County Employee Pay Increases
      - Includes performance increases ranging from 3% to 1.25%
      - Includes 20 and 25-year longevities of 4%
      - Average increase of 2.00%
    - Uniformed Public Safety Pay Increases
      - Includes merit and 15 and 20-year longevity increases of 5%
      - Average increase of 2.25%
      - Includes full year impact of elimination of Step 8 - hold in Uniformed Public Safety Pay Plans
    - General County Market Studies
      - $1.33m
      - Includes fringe benefit support for Community Services Board and net fringe benefit savings based on year-to-date experience
    - Living Wage
      - $0.19m
      - Baseline adjustment for increase to $14.50 per hour approved at FY 2016 Carryover Review

- **Employee Benefits**
  - $9.07m
    - Retirement Funding
      - Based on valuation and experience study results and an increase in amortization from 97% to 98% per funding policy adopted as part of FY 2016 budget
    - On track to amortize 100% of unfunded liability by FY 2020
    - One-time cost of $1.6 million to fund second year of 3-year plan to eliminate remaining 10% Social Security Offset for Service-Connected Disability Retirees as directed by the Board at the FY 2015 Carryover Review will be funded at FY 2017 Third Quarter Review.
    - Net Health Insurance and Other Adjustments
      - $3.86m
      - Includes fringe benefit support for Community Services Board and net fringe benefit savings based on year-to-date experience
    - Retiree Health
      - $0.49m
      - Proposes a $10 per month increase in the Retiree Health Benefit Subsidy to offset the cost of health insurance for retirees. Funded using a small portion of significant Employer Group Waiver Plan (EGWP) savings. Subsidy last increased in FY 2006.
• Meets debt service requirements
  o Per Reserve policy, refunding savings of $0.8 million available in FY 2018 will be transferred to Revenue Stabilization from Debt Service Fund

• FY 2018 General Fund support for the County’s capital program totals $19.44 million

• No increases for paydown support have been included
  o Recommendations for one-time projects will be made as part of the FY 2017 Third Quarter Review
  o Significant capital investment requirements continue to be deferred, such as:
    • County & Parks facility infrastructure replacement and upgrades
    • Revitalization maintenance
    • Sidewalks and trails
  o Will continue to partially address some capital and maintenance requirements depending on availability of Carryover balances

Capital and Debt Service Summary
$9.28 million

• County Debt Service
  o In FY 2018, debt service requirements fund existing and projected new County debt.
  o In addition and based on the Board’s policy concerning reserves, the FY 2018 refunding savings from the Series 2015 B, Series 2015 C, and Series 2016 A bond sales will be transferred to the Revenue Stabilization Fund.
    • These savings are one-time and will help the County reach its revised reserve goals
  o As directed by the Board, staff reviewed debt capacity as it relates to an increase of FCPS bond sales.
    • Given lack of funding to support the debt service associated with a sales limit change and projected debt ratio impact, no adjustment in $275 million annual sales limit is recommended.
    • Staff will continue to analyze and will review again next year.

Capital Improvement Program (CIP)

• The FY 2018-FY 2022 CIP totals $10.0 billion
  o The total bond program within the CIP is $1.9 billion (includes both General Obligation and Economic Development Authority bonds)
  o The CIP bond program is managed within the County’s debt ratios

• The CIP will be discussed in detail at a Budget Committee meeting in March
  o Significant issues that will be addressed include increased capital requirements

• CIP highlights include:
  o Review and analysis associated with the long-range Bond Referendum Plan and the County’s debt capacity

Capital and Debt Service
Debt Service

• In FY 2018, an amount of $19.44 million in General Fund support has been included for the Capital Construction/Paydown program.
  o $12.92 million included for Commitments, Contributions and Facility Maintenance
  o $6.52 million included for Paydown
**Public Safety Summary**

$9.26 million and 26 Positions

- **Priorities:**
  - Recommendations from Consultant Study, consistent with those of the Ad-Hoc Commission, regarding Police organizational structure and Police/Sheriff Pay Plans
  - Consultant study recommendations totaled $22.9 million and 96 positions
  - Staffing for South County Police Station (multi-year requirement for a total of 70 new positions)
  - Replacement of expiring SAFER grant funds in the Fire and Rescue Department
  - Funding for Fire Captain overtime based on FLSA Ruling
  - Per prior Board actions, includes baseline funding for the new Department of Animal Sheltering and Office of the Independent Police Auditor

- **Not Funded:**
  - Second tranche of funding for Diversion First - $5.3 million
  - Recommendations from consultant study regarding Police Span of Control positions, consistent with Ad-Hoc Commission - $7.9 million
  - Public Safety Staffing Plan - $8.5 million
  - Fire & Rescue Large Apparatus Replacement - $1.0 million

---

**Public Safety Compensation/Organization Study** $3.50m

- Based on recommendations from the Board-directed consultant analysis of the organizational structure of the Police Department and the pay plans for uniformed Police and Sheriff employees, the following items are included:
  - $0.79 million and 18 positions for relief Police Sergeant positions
  - Due to operational requirements, including the significant lead time to hire new staff, approximately two-thirds of the full-year funding amount for the 18 positions is not required in FY 2018. Additional funding – currently estimated at $1.6 million – will be required in FY 2019.
  - $2.71 million for pay scale leveling for uniformed Police and Sheriff pay scales

**Fair Labor Standards Act (FLSA) Ruling** $2.30m

- Required to cover costs associated with a US Court of Appeals ruling
- Ruling stated uniformed employees in the Fire and Rescue Department at the rank of Captain I and Captain II do not fall within the executive or administrative exemptions for the FLSA overtime requirement because management is not their primary duty

**New South County Police Station** $0.93m

- Supports 5 positions for second-year of multi-year strategy
- 15 positions added in FY 2017
- Staffing plan has been slightly modified to reflect projected opening date in spring/summer 2021
- Initial estimates indicate that 70 uniformed positions will be required to fully staff this station
- Anticipated that additional 50 uniformed positions will be added over next three fiscal years
- Based on the large number of staff required, and the significant lead time (18-24 months) associated with hiring and training new recruits, it is important to continue this process
- This phased-in approach will allow the department to gradually hire and train new recruits

---

**Partial-Year Funding for Fire and Rescue staffing** $2.06m

- Costs associated with 18 positions which were initially funded by a SAFER (Staffing for Adequate Fire and Emergency Response) grant previously approved by the Board, but expiring in FY 2018
- These positions, combined with an additional 31 positions added as part of previous SAFER awards (for a total of 49 additional positions), allowed the department to complete the initiative of having a fourth person on the County's 14 ladder truck companies, which was the department's top priority in the Public Safety Staffing Plan
- Four-person truck staffing has enhanced FRD's ability to establish on-scene firefighting, rescue and medical emergency services in a more timely and efficient manner, with the right amount of personnel, thus reducing property loss and risk of firefighter injury or death
Public Safety (Continued)

- Internal Affairs Bureau Staffing $0.38m
  - Supports 2 positions in the Police Internal Affairs Bureau based on increased workload associated with the establishment of an Office of the Independent Police Auditor as directed by the Board
  - Will result in increased investigative workload as detective supervisors will be tasked with ensuring timely completion of administrative investigations, increased public reporting requirements, supporting the Office of the Independent Police Auditor by gathering and reviewing documentation, conducting redactions, providing data, and supporting the Civilian Review Panel with similar workload requests

- Illegal Signs in the Right-of-Way Inspector $0.09m
  - Supports 1 position in the Department of Code Compliance (DCC) to support the growing workload of the Illegal Signs and Advertising in the Right-of-Way Program
  - Cost of position will be offset by revenue collected for no net impact to the General Fund

Human Services Summary

$3.10 million and 13 Positions

- Priorities:
  - Issues related to previous actions taken by the Board, including:
    - Community Services Board support coordination for individuals with developmental disabilities
    - Healthy Families Fairfax
    - Human Trafficking position

- Not Funded:
  - Additional funding for employment and day services for individuals with intellectual and developmental disabilities (ID/DD) pending Board policy discussions in Spring - Up to $6.7 million
  - Contract rate increases - $2.9 million

Human Services (Continued)

- Community Services Board Support Coordination $2.30m
  - Primarily funds mandated services
  - Supports 12 new positions to support individuals with developmental disabilities (ID/DD) in the community and comply with current state and federal requirements
  - Includes baseline funding of $1.2 million to reflect funding approved to support 10 new positions added as part of the FY 2016 Carryover Review

- Expand Healthy Families Fairfax Program $0.67m
  - Completely offset by federal revenue for no net impact to the General Fund
  - Per adjustment approved as part of the FY 2016 Carryover Review to utilize additional federal revenue to increase the number of families being served in the Healthy Families Fairfax (HFF) program. HFF is an accredited home visiting program offering families at risk of maltreating their child an opportunity to learn parenting skills and receive emotional support and case management services.

- Human Trafficking Prevention $0.13m
  - Supports 1 new position for a Human Trafficking Policy and Prevention Specialist
  - In response to recommendations from the Board-initiated Sexual Violence Task Force and testimony at public hearings that highlighted the impact of human trafficking on victims and families
  - Position will serve as the primary point of contact on sexual violence and human trafficking in the County and will work to engage the community to ensure that victims have access to advocacy and support services, perpetrators are held accountable for their actions, and that prevention and educational programs are offered throughout the community
In prior years, County included funding in the Community Services Board to support ID special education graduates of FCPS turning 22 years of age eligible for day support and employment services.

- In FY 2017, funding of $1.50 million was included to support June 2016 graduates.

As a result of Medicaid Waiver redesign effective July 1, 2016, CSB is now the single point of entry for eligibility determination and case management services for ID and DD individuals.

- Funding of up to $6.7 million could be required in FY 2018:
  - $1.81 million for June 2017 ID special education graduates
  - $1.57 million for June 2017 DD special education graduates
  - $1.39 million for DD adults requesting assessments from CSB in FY 2017
  - $1.90 million for estimated DD adults requesting assessments from CSB in FY 2018

This level of funding is unsustainable, as has been previously discussed with the Board.

- CSB will be presenting a recommendation to the Board at the Human Services and Housing Committee meeting on February 21.

Operations/Maintenance at Public Safety Headquarters $0.71m

- The Public Safety Headquarters is a new 274,000 square foot facility, scheduled to be substantially complete in late winter/early spring 2017. The building will serve as the new headquarters for the Police and Fire and Rescue Departments.
- Funding will support 3 new maintenance positions.

Original Mount Vernon High School Security $0.08m

- Included for security requirements at the Original Mount Vernon High School.
- Increase will support one additional full-time contracted security officer, for a total of two full-time security officers at the site.
**Community Development (Continued)**

- **Zoning Ordinance Review and Update** $0.26m
  - Funding for 2 new positions to support the start of a comprehensive review of the Zoning Ordinance needed to respond to emerging trends like peer-to-peer home stay networks and building repurposing.
  - Staff will work with the Board to establish a value-added, targeted work plan to update portions of the Zoning Ordinance.

- **Infill Tree Sign Program** $0.14m
  - Supports 1 new position for a new sign program for infill development. Virginia Code, as discussed with the Board on October 11, 2016, permits localities to post signs when infill grading plans are filed.
  - Position will answer inquiries generated by signs and contracted services to install approximately 1,000 signs annually.

---

**Metro Funding Overview**

- WMATA General Manager's FY 2018 Advertised Budget contains significant increases in both operating and capital spending to address aging infrastructure beginning in FY 2018.
  - Costs would be spread among the regional jurisdictions.
- County is able to manage increases in FY 2018 with no additional General Fund impact.
- The County’s share of WMATA expenses have historically been funded through modest General Fund support, state aid and gas tax receipts, and General Obligation bonds.
  - State aid and gas tax represent the County’s share of these revenues held on behalf of the County by the Northern Virginia Transportation Commission (NVTC).
  - Accumulated state aid balances are declining, which will present a challenge in future years.
- FY 2012 and future years will require significant increases in County contributions which are not sustainable within existing revenue resources.
- The Board will be briefed as part of Budget and Transportation Committee meetings in the coming months on the options available for future year funding decisions.

---

**FY 2018 Metro Funding**

- No increase in General Fund or General Obligation Bond support is included in FY 2018 for Metro.
  - In order to meet operating requirements, $25 million more in state aid is utilized, partially offset by reduced gas tax, in order to maintain the General Fund transfer at the FY 2017 level.
  - Increased capital requirements are anticipated to be met through the use of WMATA financing, with associated debt service due beginning in FY 2019.

<table>
<thead>
<tr>
<th>FY 2017-18 Operating Budget (in millions)</th>
<th>FY 2017-18 Capital Budget (in millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Requirement</td>
<td>$321.5</td>
</tr>
<tr>
<td>State Aid</td>
<td>$56.0</td>
</tr>
<tr>
<td>Gas Tax</td>
<td>$22.5</td>
</tr>
<tr>
<td>General Fund</td>
<td>$13.0</td>
</tr>
<tr>
<td>Debt Service Contacted Interest Income/ Other Fund Transfers</td>
<td>$38.3</td>
</tr>
<tr>
<td>FY 2017-18 Capital Requirement</td>
<td>$84.7</td>
</tr>
<tr>
<td>WMATA Financing</td>
<td>$6.0</td>
</tr>
<tr>
<td>County Contribution</td>
<td>$3.0</td>
</tr>
<tr>
<td>Required</td>
<td>$34.7</td>
</tr>
<tr>
<td>FY 2017-18 Capital Budget</td>
<td>$130.0</td>
</tr>
<tr>
<td>County Contribution</td>
<td>$2.0</td>
</tr>
<tr>
<td>Required</td>
<td>$34.7</td>
</tr>
<tr>
<td>FY 2017-18 Capital Budget</td>
<td>$130.0</td>
</tr>
</tbody>
</table>

**Reductions & Savings Summary** ($12.27 million and (13) Positions)

- In total, reductions and savings included in the FY 2018 Advertised Budget total over $13 million ($12.27 million in disbursement savings and $1.15 million in revenue enhancements).
- Savings generated through:
  - Agency-identified opportunities
  - Other Post-Employment Benefits (OPEB)
  - Fuel
  - DPWES Cost Realignment
• Agency Opportunity and Efficiency Savings ($4.78m)
  - As part of the FY 2018 budget development, agencies were challenged to identify savings opportunities. Including increased revenues, savings total $5.93 million.
  - Examples include:
    - Reducing personnel services budgets based on historical spending patterns and savings resulting from position vacancies and turnover
    - Scrutinizing operating expense budgets to identify areas where costs can be reduced by taking advantage of process or technological efficiencies, by recognizing recurring savings based on spending trends, or reducing printed materials in favor of online resources
    - Reviewing areas where fees can be implemented or increased based on County resources used to perform the work and examination of charges in neighboring jurisdictions
    - Reviewing areas where dedication of additional staff time can result in increased revenue generation.
    - Focusing on areas identified by the Board through the Lines of Business process to identify areas for efficiency and savings
    - Privatization of services
    - Opportunities for revenue enhancements

• OPEB Savings ($6.00m)
  - Continued savings due to the implementation of an Employer Group Waiver Plan (EGWP) for Medicare retiree prescription drug coverage. In past two years, combined savings of $16 million.
  - The EGWP is a standard Medicare Part D plan with enhanced coverage. By implementing an EGWP, the County is able to maximize prescription drug subsidies from the federal government and pharmaceutical manufacturers.

• Fuel Savings ($0.85m)
  - Based on ongoing analysis of current fuel costs and usage
  - Budgeted totals for FY 2018 reflect an average decrease of $0.21 per gallon from the FY 2017 budgeted level

• DPWES Cost Realignment ($0.64m)
  - Based on analysis of recovered costs from DPWES enterprise funds

10% of FY 2018 Disbursement Increases held in Reserve
  - Overall Disbursement Growth in FY 2018 = $90.66 million
    - Total General Fund reserve contributions - including Revenue Stabilization and Managed Reserve = total $9.07 million
  - Because FY 2018 Disbursement growth (2.26%) is less than growth in FY 2017 (5.05%), required contributions to reserves are lower
    - This results in $10.23 million in available funding for FY 2018

Total Reserve funding has increased from 5% in FY 2014 to over 7% in FY 2018
  - Based on General Fund contributions and bond refunding savings, total reserves as of the FY 2018 Advertised Budget Plan are estimated at 7.16%.
FY 2018 Advertised Budget: Where it Goes

- As always our focus is on the General Fund and its impact on our residents and businesses, but it is important to recognize that there are other funds through which important services are provided to the community.

FY 2018 All Fund Revenues total $7.99 billion
- An increase of $30.96 million, or 0.39 percent, over the FY 2017 Adopted Budget Plan

FY 2018 All Funds Expenditures total $7.59 billion
- An increase of $118.72 million, or 1.59 percent, over the FY 2017 Adopted Budget Plan

Summary of County Taxes and Fees

<table>
<thead>
<tr>
<th>Type</th>
<th>Unit</th>
<th>FY 2016 Actual Rate</th>
<th>FY 2017 Actual Rate</th>
<th>FY 2018 Recommended Rate</th>
<th>FY 2019 Planned Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL FUND TAX RATES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real Estate</td>
<td>$100/Assessed Value</td>
<td>$1.06</td>
<td>$1.13</td>
<td>$1.13</td>
<td>$1.13</td>
</tr>
<tr>
<td>Personal Property</td>
<td>$100/Assessed Value</td>
<td>$4.37</td>
<td>$4.57</td>
<td>$4.57</td>
<td>$4.57</td>
</tr>
<tr>
<td><strong>NON-GENERAL FUND TAX RATES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refuse Collection (per unit)</td>
<td></td>
<td>$0.035</td>
<td>$0.035</td>
<td>$0.035</td>
<td>$0.035</td>
</tr>
<tr>
<td>Refuse Disposal (per ton)</td>
<td></td>
<td>$0.15</td>
<td>$0.15</td>
<td>$0.15</td>
<td>$0.15</td>
</tr>
<tr>
<td>Leaf Collection</td>
<td>$100/Assessed Value</td>
<td>$0.015</td>
<td>$0.015</td>
<td>$0.015</td>
<td>$0.015</td>
</tr>
<tr>
<td><strong>SLOW RATES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewer Basic Charge</td>
<td></td>
<td>$20.15</td>
<td>$24.08</td>
<td>$21.62</td>
<td>$20.38</td>
</tr>
<tr>
<td>Sewer Availability Charge</td>
<td>Residential</td>
<td>$2.76</td>
<td>$2.76</td>
<td>$2.76</td>
<td>$2.76</td>
</tr>
<tr>
<td>Sewer Service Charge</td>
<td>Per 1,000 Gallons</td>
<td>$6.65</td>
<td>$6.65</td>
<td>$6.75</td>
<td>$7.00</td>
</tr>
</tbody>
</table>

Summary of County Taxes and Fees (Continued)

<table>
<thead>
<tr>
<th>Type</th>
<th>Unit</th>
<th>FY 2016 Actual Rate</th>
<th>FY 2017 Actual Rate</th>
<th>FY 2018 Recommended Rate</th>
<th>FY 2019 Planned Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMMUNITY CENTERS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mclean Community Center</td>
<td>$100/Assessed Value</td>
<td>$0.023</td>
<td>$0.023</td>
<td>$0.023</td>
<td>$0.023</td>
</tr>
<tr>
<td>Reston Community Center</td>
<td>$100/Assessed Value</td>
<td>$0.047</td>
<td>$0.047</td>
<td>$0.047</td>
<td>$0.047</td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Services District</td>
<td>$100/Assessed Value</td>
<td>$0.070</td>
<td>$0.072</td>
<td>$0.090</td>
<td>$0.070</td>
</tr>
<tr>
<td>Route 28 Corridor</td>
<td>$100/Assessed Value</td>
<td>$0.18</td>
<td>$0.18</td>
<td>$0.18</td>
<td>$0.18</td>
</tr>
<tr>
<td>Dallas Rail Phase I</td>
<td>$100/Assessed Value</td>
<td>$0.19</td>
<td>$0.17</td>
<td>$0.17</td>
<td>$0.17</td>
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<tr>
<td>Dallas Rail Phase II</td>
<td>$100/Assessed Value</td>
<td>$0.20</td>
<td>$0.20</td>
<td>$0.20</td>
<td>$0.20</td>
</tr>
<tr>
<td>Integrated Pest Management Program</td>
<td>$100/Assessed Value</td>
<td>$0.001</td>
<td>$0.001</td>
<td>$0.001</td>
<td>$0.001</td>
</tr>
<tr>
<td>Commercial Real Estate Tax for Transportation</td>
<td>$100/Assessed Value</td>
<td>$0.125</td>
<td>$0.125</td>
<td>$0.125</td>
<td>$0.125</td>
</tr>
<tr>
<td>Trees Service District</td>
<td>$100/Assessed Value</td>
<td>$0.05</td>
<td>$0.06</td>
<td>$0.06</td>
<td>$0.06</td>
</tr>
<tr>
<td>Reston Service District</td>
<td>$100/Assessed Value</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>
**Lines of Business (LOBs)**

- LOBs Phase 2 projects are well underway
- First presentations to Board made at January 31 Budget Committee Meeting
- Additional project updates expected at Board committee meetings throughout the year
- Future projects include:
  - Continued review of use of County space
  - Possible consolidation of design/build functions
  - Coordination between County and Schools for early childhood services and transportation services
  - Review of County Metrics program
  - Review of County compensation and pension plans

**FY 2019 Multi-Year Plan**

- FY 2019 County budgetary shortfall is estimated at $96 million
- Based on projected revenue growth of 1.98%
- Assumes:
  - Equal growth between County disbursements and School transfers
  - $36 million would be available for School Operating requirements
  - Fully funds compensation for County employees
  - 156 new positions
  - Funding to continue implementation of Public Safety Staffing Plan, School Readiness initiative, South County Police positions, 2nd full year of Diversion First/Ad-Hoc Recommendations
  - If the current economic environment continues we will need to defer some of these priorities
- Projected shortfall does not include potential significant impact of Metro increases

**Looking Forward**

- Slow economic growth expected for foreseeable future
- Continued uncertainty regarding impact of new administration
  - Potential for sequestration cuts in fall 2017 unless action is taken by Congress
  - Repeal of the Affordable Care Act
  - Market reactions
  - Many other factors
- Will continue to monitor state budget actions
- Regional response to address ongoing Metro funding requirements

**How to Become Involved**

- The entire FY 2018 Advertised Budget Plan and the FY 2018-FY 2022 Capital Improvement Program (CIP) are available online at:
  - [http://www.fairfaxcounty.gov/budget](http://www.fairfaxcounty.gov/budget)
- Share feedback on the budget at:
  - [http://www.fairfaxcounty.gov/dmb/fy18advertisedbudgetinput.htm](http://www.fairfaxcounty.gov/dmb/fy18advertisedbudgetinput.htm)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 14, 2017</td>
<td>County Executive presents FY 2018 Advertised Budget Plan</td>
</tr>
<tr>
<td>February 28, 2017</td>
<td>Advertisement of FY 2018 tax rates</td>
</tr>
<tr>
<td>March 14, 2017</td>
<td>Advertisement of FY 2017 Third Quarter Review</td>
</tr>
<tr>
<td>April 4-6, 2017</td>
<td>Public Hearings on FY 2018 Budget, FY 2017 Third Quarter Review, and FY 2018-FY 2022 Capital Improvement Program</td>
</tr>
<tr>
<td>April 25, 2017</td>
<td>Budget Mark-Up</td>
</tr>
<tr>
<td>May 2, 2017</td>
<td>Budget Adoption</td>
</tr>
</tbody>
</table>

- To sign up to speak at one of the public hearings, call the Clerk to the Board's Office at (703) 330-3365 or (703) 330-2389 (TTY 711) or to access the form to sign up to speak, go to [https://www.fairfaxcounty.gov/bosclerk/speaker_bos.htm](https://www.fairfaxcounty.gov/bosclerk/speaker_bos.htm).
- The public can send written testimony or communicate with the Clerk's Office by email at: clerk@fairfaxcounty.gov.
DIRECTOR’S REPORT
March 8, 2017 Director’s Report

A. LOBs Phase II-Consistent Hours

As shared at the November 2016 Board Meeting, the Board of Supervisors has requested that the Library Board of Trustees, and Library staff, review “consistent hours” as part of the Lines of Business Phase II process. For this March meeting, staff have prepared some high level overview information about what consistent hours might look like in four different variations. That information is presented in an attached document.

B. Access Services-Berkey Awards

For the past several years, the Library has hosted the Berkey High School Essay Content, in partnership with FCPS, and sponsored by donations from Dr. and Mrs. Berkey. The Library will no longer be hosting the essay contest but the original funding from the Berkey family will still be put to good use and will sponsor an annual Berkey Employee and Volunteer Award for Access Services. The first awards will be presented during the Admin/Access Services volunteer luncheon.

C. Government Center, Room 11

Up until recently, all Board of Supervisor committee meetings or joint meetings were held in the Government Center combined Rooms 9/10. Although this space was adequate for some meeting needs, it did not address A/V needs, public seating space, or presentation capacity for all BOS committee or joint meetings. The Board of Supervisors debuted the new “Room 11” in late February 2017. This space is the original Rooms 9/10, which are now entirely open for public seating, and some additional space with a designated meeting table space for the Board and its meeting participants (including wired microphones), several locations of flat screen monitors, and Channel 16 streaming capacity. It is the intent of the Board to broadcast all committee meetings going forward from this new room.
**Options for Creating Consistent Library Hours**

**Current open hours across FCPL:**
8 regionals x 63 hours=504 per week
+ 14 communities x 53 hours= 742 per week
1246 total hours per week

**All branches at current Regional hours**
Additional positions required. 22 branches at 63 hours=1496 hours per week with the following recommended schedule:

<table>
<thead>
<tr>
<th>Day</th>
<th>Public Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>1-5</td>
</tr>
<tr>
<td>Monday</td>
<td>10-9</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10-9</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10-9</td>
</tr>
<tr>
<td>Thursday</td>
<td>10-9</td>
</tr>
<tr>
<td>Friday</td>
<td>10-6</td>
</tr>
<tr>
<td>Saturday</td>
<td>10-5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>63 hours</strong></td>
</tr>
</tbody>
</table>

**All branches at current Community hours**
Less positions required or additional outreach & programming possible if current staffing maintained. 22 branches at 53 hours=1166 hours per week with the following recommended schedule:

<table>
<thead>
<tr>
<th>Day</th>
<th>Public Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>10-9</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10-9</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10-6</td>
</tr>
<tr>
<td>Thursday</td>
<td>1-9</td>
</tr>
<tr>
<td>Friday</td>
<td>10-6</td>
</tr>
<tr>
<td>Saturday</td>
<td>10-5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>53 hours</strong></td>
</tr>
</tbody>
</table>
**Cost-neutral option with Sundays***

No additional positions but positions would be shifted among branches. 22 branches at 57 hours=1254 hours per week; possible schedule:

<table>
<thead>
<tr>
<th></th>
<th>Public Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>1-5</td>
</tr>
<tr>
<td>Monday</td>
<td>10-9</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10-6</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10-9</td>
</tr>
<tr>
<td>Thursday</td>
<td>10-6</td>
</tr>
<tr>
<td>Friday</td>
<td>10-6</td>
</tr>
<tr>
<td>Saturday</td>
<td>10-5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>57 hours</strong></td>
</tr>
</tbody>
</table>

**Cost-neutral option without Sundays***

No additional positions but positions would be shifted among branches. 22 branches at 56 hours=1232 hours per week; possible schedule:

<table>
<thead>
<tr>
<th></th>
<th>Public Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>10-9</td>
</tr>
<tr>
<td>Tuesday</td>
<td>10-9</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10-9</td>
</tr>
<tr>
<td>Thursday</td>
<td>10-6</td>
</tr>
<tr>
<td>Friday</td>
<td>10-6</td>
</tr>
<tr>
<td>Saturday</td>
<td>10-5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>56 hours</strong></td>
</tr>
</tbody>
</table>

*The cost-neutral options have not been fully reviewed yet—there would likely be small differences in costs. This information will be presented at the April 2017 meeting.*
ACTION ITEMS
ACTION ITEM
March 8, 2017

ISSUE: Update to Policy P Regarding the Naming of Libraries

RECOMMENDATION: Library Administration recommends updating Policy P to include language regarding furniture and fixtures.

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met December 2016 and January 2017 to discuss a number of policy updates. One policy brought forward for update is Policy P, regarding the naming of libraries. The current iteration of the policy does not include language that would allow the Board to consider naming a library fixture or piece of furniture, either inside the library or on library grounds, in recognition of a corporation, group or individual who made a significant contribution to the Fairfax County Public Library. The current version of the policy, and the recommended updated version of the policy, are included in the attachment.
ACTION ITEM
March 8, 2017

ISSUE: Deletion of Policy Q Regarding Cable Channel 44 Pre-recorded Programs

RECOMMENDATION: Library Administration recommends deleting Policy Q as there is no longer a Channel 44, nor does the Library provide regular pre-recorded programs to the County’s TV channel.

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met December 2016 and January 2017 to discuss a number of policy updates. One policy brought forward for update is Policy Q, regarding channel 44 pre-recorded programs. This policy should be deleted in its entirety, as there is no longer a Channel 44 and the Library does not purchase or provide pre-recorded content to the County’s current TV Channel 16. The current version of this policy is included in the attachment.
ACTION ITEM
March 8, 2017

ISSUE: Update to Policy V Internet Use

RECOMMENDATION: Library Administration recommends updating Policy V to more closely align with updates made to the “Acceptable Use” splash screen used on the Library’s public computers.

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met December 2016 and January 2017 to discuss a number of policy updates. One policy brought forward for update is Policy V, regarding internet use. In specific, staff recommended an update to the current policy to reflect changes made to the “Acceptable Use” language that the public agrees to when they use a library computers. This language includes disclaimers that the Library is not responsible for any damages that may occur to a user’s equipment or data in connection with use of the library’s computers. The current version of this policy, and the recommended updated version of the policy, are included in the attachment.
INFORMATION ITEMS
# Incident Report

## February 2017

<table>
<thead>
<tr>
<th>Branch</th>
<th>Type of Incident</th>
<th>Number of Incidents</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH</td>
<td>Building Emergency *</td>
<td>1</td>
<td>Strong burning smell in the building.</td>
</tr>
<tr>
<td>FX</td>
<td>Trespassing</td>
<td>1</td>
<td>Banned customer in the library.</td>
</tr>
<tr>
<td>RR</td>
<td>Substance Abuse *</td>
<td>4</td>
<td>Complain of customer drinking alcohol at the public PCs; Customer escorted from the library for being intoxicated; Overtime Officer noticed man in restroom with can of beer; Customer apparently intoxicated could not be awoken.</td>
</tr>
<tr>
<td></td>
<td>Erratic Behavior</td>
<td>1</td>
<td>Customer became combative and argumentative.</td>
</tr>
<tr>
<td></td>
<td>Police Activity</td>
<td>2</td>
<td>Overtime officer informing us of an overdose outside the building; staff reported a fight outside the building.</td>
</tr>
<tr>
<td></td>
<td>Theft of Personal Property</td>
<td>2</td>
<td>Customer notified staff that her purse was missing; Customer notified staff her laptop was missing.</td>
</tr>
<tr>
<td></td>
<td>Verbal Abuse</td>
<td>1</td>
<td>Customer verbally abusive about condition of the restroom.</td>
</tr>
<tr>
<td></td>
<td>Customer Injured *</td>
<td>1</td>
<td>Customer fell outside the library.</td>
</tr>
<tr>
<td>SH</td>
<td>Erratic Behavior</td>
<td>2</td>
<td>Customer at public PCs swearing, making threats; ditto</td>
</tr>
<tr>
<td></td>
<td>Trespassing *</td>
<td>1</td>
<td>Banning notice issued.</td>
</tr>
<tr>
<td>DM</td>
<td>Parking Lot</td>
<td>1</td>
<td>Fender bender</td>
</tr>
<tr>
<td>HE</td>
<td>Solicitation *</td>
<td>1</td>
<td>Individual approaching customers in the library for money.</td>
</tr>
<tr>
<td>LO</td>
<td>Building Emergency *</td>
<td>2</td>
<td>Smell of natural gas in the building; FMD addressing a maintenance issue accidentally triggered the fire alarm;</td>
</tr>
<tr>
<td>RB</td>
<td>Parking Lot</td>
<td>1</td>
<td>Fire &amp; Rescue responding to 911 call from outside the library.</td>
</tr>
<tr>
<td>WW</td>
<td>Police Activity</td>
<td>1</td>
<td>Customer served the Notice Forbidding Trespass.</td>
</tr>
<tr>
<td></td>
<td>Disruptive Behavior</td>
<td>1</td>
<td>Customer complaint of a disruptive person at the public PCs.</td>
</tr>
<tr>
<td></td>
<td>Building Emergency</td>
<td>1</td>
<td>Broken window in quiet study room.</td>
</tr>
<tr>
<td></td>
<td>Theft of Personal Property</td>
<td>1</td>
<td>Customer reported backpack with school issued laptop stolen.</td>
</tr>
<tr>
<td></td>
<td>Verbal Abuse</td>
<td>1</td>
<td>Stuart HS boys soccer team-member cursed and used racial slur to staff.</td>
</tr>
</tbody>
</table>

**Total Incidents February 2017** 26

* Police, Fire Department, or FMD notified