Chair Karrie Delaney called the meeting to order at 7:04 p.m.

I. PUBLIC COMMENT:

A. Public Comment: Vladimir Shutov, Treasurer, Fairfax County Public Library Employees’ Assoc. (attached)
B. Public Comment: Jessica Storrs, League of Women Voters (attached)

II. SPECIAL PRESENTATION: County’s Legislative Office – Claudia Arko, Legislative Director.

Ms. Arko provided information to the Board about the County’s legislative process and timeline, which included explaining the procedure for lobbying by Boards, Authorities, and Commissions. To clarify: Members of the Board are not prohibited from speaking on matters they personally care about, but they are not allowed to do so as a representative of the Board if that item is not in the County’s Legislative Platform. When the Board supports a County position, members are allowed to speak in support of the position as a Board member. When Board members wish to speak at the General Assembly, they should notify the Legislative Office. (PowerPoint attached)

III. MINUTES:

Mr. Fegan moved to approve the April minutes, and Mr. Jasper seconded it. The motion to approve the minutes passed unanimously.

IV. CHAIRS REPORT: No report

V. COMMITTEE REPORTS:

A. Library Foundation: Will Jasper – The Library Jubilee will be October 21, 2017 at Pohick.
B. Finance Committee: Miriam Smolen – No report.
C. Ad Hoc Planning Committee: Charles Fegan – The committee met on April 28, 2017 to discuss the two working vision statements created by the Strategic Planning Committee. Staff will continue to work on the Strategic Plan. The two working vision statements (below) will be merged into one cohesive statement based on the feedback from the planning committee.
   a. FCPL engages, informs, and inspires our thriving community.
   b. FCPL: The essential (re)source for informing, inspiring, and engaging our community.
D. **Public Relations Committee**: Fran Millhouser – No report.

E. **Ad Hoc Policy Committee**: Gary Russell – There are two consideration and two action items on the agenda. The Committee will meet again on May 26, 2017 to discuss additional policies.

F. **Ad Hoc MOU**: Miriam Smolen – Updated the Board on the Friends’ of the Library MOU. The Ad Hoc MOU Committee will meet with FOL groups on May 30, 2017. Questions raised by the Board include: do FOL storage sheds need licensing agreements, do all branches have first access to donated books, and may whether an FOL group retain extra money for a special circumstance? (PowerPoint attached)

G. **Nominating Committee**: Charles Fegan – The Committee, nominated Karrie Delaney for Chair, Michael Donovan for Vice Chair, and Will Jasper for Foundation Chair. The Board will vote in June.

VI. **DIRECTORS REPORT**: Jessica Hudson

A. The Library’s first Comic Con will be Saturday May 13 at Chantilly High School.

B. The Institute of Museum and Library Services (IMLS) funding was preserved through September 30th, 2017.

C. The Library has hired a new Financial Services Director, Ms. Sandra Hagan.

D. The fiscal year 2018 budget was approved. As part of the budget approval packet, some staff have been approved for market regrades as part of the annual market rate review. They include Library Pages up through Library Assistants and Library Info Assistants. A special request has been submitted to County HR to look at the Librarian series, which was not regraded.

E. As part of the Lines of Business (LOB) Phase II review, to examine consistent Library hours, tiered options were presented to the Board to show-costs involved to open just Thursday mornings or just Sundays. After discussion, Chair Delaney requested an official memo to present to the Board of Supervisors, demonstrating the cost for creating consistent Library Hours, including the tiered options.

VII. **CONSIDERATION ITEMS**

A. Update to Policy C Regarding Fees for Special Services

**RECOMMENDATION**: Library Administration recommends updating Policy C to reflect appropriate fees for special services.

**BACKGROUND**: The ad hoc Policy Committee of the Library Board of Trustees met on April 10, 2017 to discuss a number of policy updates. One policy brought forward by the committee for update is Policy C, regarding fees for special services. The policy requires
updates to remove obsolete examples and equipment. The current version of the policy and the recommended updated version of the policy are included in the board package.

B. Update to Policy M Regarding Gifts and Alliances with the Library System

**RECOMMENDATION:** Library Administration recommends updating Policy M to remove language regarding Foundation gifts and update language about alliances.

**BACKGROUND:** The ad hoc Policy Committee of the Library Board of Trustees met on April 10, 2017 to discuss a number of policy updates. One policy brought forward by the committee for update is Policy M, regarding gifts and alliances with the library system. The policy requires updates to remove language regarding Foundation gifts and funding, as well as updating language about alliance reporting. The current version of the policy and the recommended updated version of the policy are included in the board package.

VIII. ACTION ITEMS:

A. Update to Policy R Variable Circulation Dates

**RECOMMENDATION:** Library Administration recommends updating Policy R to reflect appropriate circulation practices.

**BACKGROUND:** The ad hoc Policy Committee of the Library Board of Trustees met on March 3, 2017 to discuss a number of policy updates. One policy brought forward by the committee for update is Policy R, regarding variable circulation dates. The policy requires updates to align with circulation periods and patterns. The current version of the policy and the recommended updated version of the policy are included in the board package.

Ms. Smolen made a motion to approve the changes to the policy, it was seconded by Mr. Fegan. There was no discussion and the motion passed a unanimous vote.

B. Update to Policy F Regarding Organization of Library Facilities

**RECOMMENDATION:** Library Administration recommends updating Policy F to reflect current terminology and designation regarding branch libraries.

**BACKGROUND:** The ad hoc Policy Committee of the Library Board of Trustees met on March 3, 2017 to discuss a number of policy updates. One policy brought forward by the committee for update is Policy F, regarding organization of libraries. The current iteration of the policy is not reflective of current terminology or defining factors between Regional
and Community libraries. The current version of the policy and the recommended updated version of the policy are included in the board package.

Ms. Smolen made a motion to approve the changes to the policy and it was seconded by Dr. Choi. Discussion followed, specifically around:

- Mr. Fegan asked about the term “items” versus “volumes” and does the new policy use the term “items”. It was confirmed that the term “items” is used in the recommended update.
- Ms. Levy asked why the sections of special collections were removed. It was shared that the special collections some branches may have do not make a determination whether they are regional or community.
- Ms. Millhouser asked if the policy should speak to Friends spaces. It was confirmed that Friends spaces are defined in the Library Design Manual.

After discussion, the motion passed with a unanimous vote.

IX. ROUNDTABLE:

Ms. Janega – Nothing to add.

Mr. Russell – He attended the Volunteer Lunch at Martha Washington; it was nice to publicly express appreciation to volunteers.

Ms. Millhouser – She would like to point out the program Meet Your Muslim Neighbor will be on May 13 at the George Mason Regional Library. Additionally, on Saturday May 20, the Woodrow Wilson Library is having their 50th anniversary.

Ms. Smolen – She attended a Friends’ meeting at Oakton Library and it was very educational about various things that happen at book sale.

Mr. Fegan – He would like to commend Ms. Smolen on her work she is doing on the MOU committee.

Mr. Jasper – Nothing to add.

Dr. Choi – He wrote an article for the Korean Times about Library Week in Fairfax County.

Ms. Levy – She shared that the book Nations of Nations mentioned that one of the families in the book used the Fairfax County Public Library to find books on how to fix cars.

Ms. Delany – She wanted to echo thanks to all committee chairs and the time they spend.

Motion to adjourn by Mr. Fegan and seconded by Mr. Jasper.
Chair Delaney adjourned the meeting at 8:58 p.m.

**Members Present**
- Yearn Hong Choi
- Karrie Delaney
- Charles Fegan
- Sheila Janega
- Will Jasper
- Suzanne Levy
- Fran Millhouser
- Gary Russell
- Miriam Smolen

**Members Absent**
- Darren Ewing
- Priscille Dando
- Michael Donovan

Respectfully Submitted:

________________________________________
Jessica Hudson
Library Director

Approved:

________________________________________
Karrie Delaney, Chairman
FCPL, Board of Trustees
You might consider me old-fashioned, but I believe that a strong collection is what brings people to the library. And in my opinion, a library turnaround will be not possible without substantial investment in the collection, both print and online.

There are some bright spots. It’s a delight to see lots of new books in our children’s section – the whole area is packed and brimming with color. The adult fiction section offers a large selection of new titles, by famous and new authors, for every taste. Our Overdrive collection of ebooks and eAudiobooks is robust. And we’re adding thermal cameras and nature backpacks to the library collection!

But when we gain in one area, we have to cut somewhere else. Our book selectors have an impossible job trying to stretch our materials budget to satisfy the needs of our diverse population. Our patrons now have to wait longer for a copy of the latest bestseller because we can’t buy enough. We buy fewer nonfiction titles: I know that I’ll find a better selection of nonfiction at Arlington Central library or Mary Riley Styles library in the City of Falls Church.

Other libraries in our area offer more online resources than we do. Personally, I use library cards from other systems to download music, stream movies and to access valuable educational resources like Lynda.com, an online collection of training videos, or Safari Books Online, an ebook collection on new technologies, to name just a few. It is great that we have reciprocity with the other library systems, but it has taken me years to travel to all these libraries to obtain the cards. Most Fairfax County residents are missing out.

Investment in the library collection is well overdue. Our materials budget was cut by more than 50% during the last recession, and in the past 8-9 years the library has been spending about $3 million less per year than it did at the peak of its spending, in FY 2008.

The library is constantly facing the same dilemma: cut the collection further or cut staff again. While I hope the county will increase library funding, the library should seek out additional, alternative sources of funding. We need to more aggressively solicit individual and corporate donations and grants. A donation option should be available in the library’s payment kiosks and should be more visible on the library website.
The New York Public Library, nation’s biggest, has the "donate" button featured prominently on its home page. The next slide on the home page is showing writer Malcolm Gladwell appealing to New Yorkers to contact city leaders and urge them to invest in the libraries.

We shouldn’t be shy asking for investments in the library collection. This money would go back to county residents in the form of the new books and magazines, new online resources, new technology and exciting library programs. Restored funding for the library collection would increase library use numbers and also boost staff morale.

Money is not the only factor in library success, but it is decisive. In the end, you get what you pay for.
Good evening. My name is Jessica Storrs and I am here as a member representative of the Fairfax County League of Women Voters. The League is a nonpartisan political organization that encourages informed and active participation of citizens in government. While the league advocates on policy issues, it does not endorse candidates.

As part of the League’s effort to encourage good government, it sends member representatives to attend various county board and advisory committee meetings. My role here will be to regularly observe library trustee meetings and report back on current issues. I will be looking for opportunities for the League to serve as an advocate for library services, or to partner in future events such as voter registration or other civic programs.

The League currently partners with the library to distribute our annual *Facts for Voters* publication, which lists contact information for all elected and appointed government officials at the local, state and federal levels. It also lists all upcoming elections for Fairfax County voters and information on voter registration.

I have been a librarian for over 20 years, mainly in a special library setting. I am also currently a volunteer at the Kingstowne library branch. As a citizen of Fairfax County, I believe strongly that libraries play an invaluable role as a place for education and community engagement. Libraries provide critical equal access to technology, books, early learning, digital literacy, and resources for both job seekers and entrepreneurs.

As a League member representative, I hope you will reach out to me with any questions or ideas for working jointly towards a better community. Thank you.
This piece focuses on the issue of consistent hours of operation. I was surprised at the four options presented for your consideration for at the April 2017 meeting. Now is the time for the Board to think outside the box and to acknowledge the responses to the 2016 public initiative survey, when making decisions. More than 52% of respondents to the public initiative survey were somewhat satisfied or not at all satisfied with the current hours of operation. It is clear from both the phone and on-line survey response that a majority of patrons want Sunday hours at all regional and community libraries. A majority of respondents also wanted more hours of operation on weekends either by extending the closing hours on Saturdays and/or Sundays. Some even wanted earlier starting times of 11 am or noon on Sundays and before 10 am on Saturdays. Based on respondents clear preference for Sunday hours, adoption of Option 2 or 4 would clearly be going against the public preference.

Now, in a time of dire fiscal constraint, due to the failure of the meals tax referendum, what is the Board to do? Consider as one of the phone survey respondents suggested, closing one weekend day. [Monday was suggested.] Another on-line respondent suggested opening branches at noon, not 10 am. Others suggested closing between noon and 2 pm on weekdays. Many respondents were content with closing at 9 pm; however, one phone respondent indicated a preference for a 10 pm close. Even those respondents, who did not actually address closing times, stated a preference for programs at night and on weekends that they could take their children to at the library. Alternatively, give the Board of Supervisors the set of hours that would satisfy most patrons. For example, 9 am to 9 pm Monday through Thursday, 10 am to 7 pm on Friday, 10 am to 7 pm on Saturday, and 11 am to 7 or 9 pm on Sundays. Please use the 40 pages of phone survey and the more than 820 pages of on-line survey responses during your decision-making process. It would be a shame to waste the effort and money which was expended to complete the survey. Thank you.

Mary Vavrina
Hours of Operation - PHONE SURVEY

THE HOURS COULD BE BETTER-STAY OPEN A LITTLE BIT LATER THAN THEY DO NOW.
WOULD PREFER MORE FLEXIBLE HOURS-OPEN LATE AT LEAST ONE NIGHT PER WEEK.
EXPAND THE WEEKEND HOURS-THEY NOW DON'T OPEN UNTIL NOON-THEY SHOULD OPEN EARLIER.
NEED SUNDAY HOURS-OPEN AT 1:00 PM.
THEY NEED TO BE OPEN MORE HOURS.

EXPAND THE HOURS AND HAVE EASY ACCESS TO BOOKS.
LOVE THE LIBRARY-WOULD LIKE THE LIBRARY TO STAY OPEN LONGER-WOULD LIKE PREVIOUS HOURS INSTEAD.
HOURS SHOULD BE EXTENDED-8AM TO 9PM 7 DAYS A WEEK-CHILDREN DO HOMEWORK IN EVENINGS AND SOME DO
NOT HAVE ACCESS TO INTERNET AT HOME.
THEY NEED TO CONSIDER HOURS 7 OR 8 ON FRIDAY NIGHT-6 IS WHEN WE ARE ALL HAVING DINNER.
HAVE MORE HOURS OPEN-USED TO BE OPEN ON SUNDAYS AND THE SMALLER LIBRARIES ARE CLOSED ONE DAY A
WEEK WHICH IS UNFAIR.
IT'S A VERY GOOD LIBRARY-WOULD LIKE THEM TO HAVE EXTENDED HOURS ON THE WEEKEND.
NEED TO EXPAND WEEKEND HOURS WHEN CHILDREN CAN USE THEM-EVEN IF THEY HAVE TO CLOSE ON A MONDAY.

BE OPEN LATER.
The library cut back on their hours-I wish the library was open more hours for students who
want to use resources there.
INCREASE THE LIBRARY HOURS-HAVE MORE HOURS FOR COLLEGE STUDENTS TO USE THE STUDY ROOMS.
I HOPE THE BURKE LIBRARY STAYS OPEN ON SUNDAYS.

IT'S TOO BAD SO MANY LIBRARIES HAVE HAD TO CUT BACK ON HOURS.

TO HAVE LATER HOURS ON FRIDAYS-STAY OPEN TILL 9:00.

LACK OF HOURS-THEY CLOSE EARLY WHEN THEY SHOULD BE OPEN LATER.
THEY SHOULD HAVE LONGER HOURS-7 DAYS A WEEK-NEED TO BE OPEN 10 AM TO 7 OR 8PM AND OPEN ON
SUNDAY-THEY ARE NOW CLOSED ON SUNDAY.

NEED LONGER HOURS-LATER IN EVENING-AND STAY OPEN UNTIL 10PM SOME NIGHTS-AND BE OPEN SUNDAYS-SAY
12PM TO 7 PM.

I THINK THE LIBRARY WOULD BE BENEFICIAL IF THE LIBRARY WAS OPEN ON THE HOLIDAYS.
I WISH THEY WOULD HAVE MORE HOURS-IT USED TO BE OPEN FROM 10AM TO 9PM BUT NOW IT IS NOT OPEN EVERYDAY FROM 10 TO 9.

I WOULD LIKE TO SEE EXTENDED HOURS AT MORE BRANCHES-THERE ARE DAYS WHEN THE LIBRARY DOESN'T OPEN TILL 1:00-THEY SHOULD BE OPEN AT 9:00 OR 10:00 AM.

WOULD LIKE THE HOURS TO BE MORE CONSISTENT BETWEEN LIBRARIES.

I WISH THAT THE LOCAL LIBRARIES WOULD STAY OPEN UNTIL 8:00 A FEW NIGHTS A WEEK.

THEY NEED TO ADD ONE HOUR FOR EACH DAY THEY ARE OPEN.

I WOULD LIKE THE HOURS TO BE EXPANDED, OPEN LONGER ON WEEKENDS.

THE PRIMARY CONCERN THAT I HAVE IS THE HOURS-THEY SHOULD STAY OPEN TILL 8:00 ON SATURDAY AND OPEN 1-6:00 ON SUNDAY.

I WAS BUMMED OUT WHEN FUNDING AND HOURS WERE CUT BACK-STAY OPEN LATER- 9:00 PM.

WOULD LIKE THE LIBRARY TO OFFER MORE HOURS ON THE WEEKENDS-I THINK THAT THE LIBRARY TRIES TO SAVE TOO MUCH MONEY-STUDENTS NEED TO USE THE SERVICES.

THE HOURS ARE GOOD.
Excerpts from On-Line Survey Comments

p. 5 Wish you were open later at night and on the weekends. Maybe consider more of an academic library set up for hours of service? Have the buildings open with a skeletal crew so we can use the buildings and their collections.

p.5 The second most important service would be more convenient hours: weekend hours are too short right now and there are too many late openings or early closures during the week.

p.7 A better way to spend some of that money would be providing programs that are outside core business hours, so that the many, many folks who work full time can still participate. Why is it that almost all of the programming for children, especially preschool children, takes place between 8am and 4pm? I get it, it's way more convenient for library staff - but it doesn't serve any of those families in which all the adults work full time.

p.7 Please extend the library timings and keep it uniform for all libraries - not just "Regional" libraries.

p.8 I believe there is a great need for more community engagement and ways to connect, work, and recreate together. Branch libraries have much to offer to the community but not always tapped. Lack of hours is one major barrier, especially on weekends.

p.8 We need to have Sunday operating hours!

p.9 The library has too many hours during the work day that it is open. Keep the libraries closed until 1:00 and then open until 9:00 M-F. 10-7 on Saturday and Sunday. Those of us that are retired can still easily get to the library during the afternoon, and then kids and families can actually use the library on Friday evening and the weekends when they are free. Morning hours during the week are a waste of resources.

p. 10 The hours of our library SHOULD be extended, even if that means opening a little later, to stay open longer to reflect working adults and students. Extend hours at least 2 days a week!

p. 13 Opening earlier on Sundays, and staying opening later on Fridays might also be a nice improvement.

p. 13 Offer better weekend hours. Longer operation hours of the Library

p. 14 Longer operation hours of the Library

p. 15 I wish the Oakton library was open on Sunday.

p. 16 Weekday evening hours are important to me
Except for Assess Services, all branches should be open on Sundays for at least 6, if not 8, hours. This can be done by opening weekdays at noon, not 10 am.

What you have works. I greatly appreciate the improved hours of the Burke Center library...

The hours at Burke library are not consistent with neighborhood needs, I feel like the current library hours are insufficient.

I would like to see the opening hours return to the way they were before all the cutbacks

The hours should be extended, staff should be added, and more taxes invested in this vital public service.

I have liked the expanded hours these past months.

I wish library hours could be expanded-opening at 9am Mondays- Saturdays, noon on Sundays. I would like to see service by phone restored to Sundays.

Longer hours would be appreciated. Hours were cut several years ago due to the recession and were never returned.

Given the limited resources the library is contending with, our family would rather see branch hours restored to what they once were (9-9 and hours on Sunday at all branches) rather than adding services that will require constant upgrades, updates, etc.

I object to the reduced hours.

I would love to see extended Sunday hours. I would love if the regional branches would open at 11am.

I would like to have longer library opening hours on weekends to exchange for more self service or less staff during each shift of working hours.

I would only ask that you keep real books on shelves not kindles and expand the library hours to include Sundays for most if not all branches.

I thought that the solution of cutting back on hours at some branches was a reasonable solution to the budget issues in recent years.

Expand the hours so people can enjoy the library more and not have to schedule their day around when the library is open.

I wish it opened earlier on Sunday.

Please keep regional hours for the Burke Library and Kings Park Library! People use those libraries! Fairfax County is big enough to support extended hours! I see people in both libraries using the space at the extended hour times! Please keep them open later!
p.39 extend weekend hours p.40 Keep them open!!!!!!!!!
p.40 It would be nice to have longer hours during the school year. In the summer, they can shorten their hours to save on money.
p.43 Later hours would be nice too.
p.43 I'd accept a lot, including shorter hours, for more and better eBooks.
p.45 The library should have longer hours for students to study. For example on Sundays 1-5 PM isn't piuch time.
p.54 The hours could be better - kids working on school projects would benefit from more availability on the weekend. Not as bad as it used to be, though, when you didn't open until 1 or so on Wednesdays. That was sad.
p.59 Please start the Saturday and Sunday hours at Reston branch earlier than they are now. Very limiting to the schedule I set for myself during the week-ends, which is the only time I get to do my errands, etc. Thank you!
p.59 Should have longer hours.
p.61 Hope more opening hours on weekend.
p.63 We primarily go to Chantilly and Reston. I would love for the libraries to be open longer hours.
p.64 As I get older I plan to spend more time in the library itself reading. So I hope the hours will not be decreased, but maybe the opposite.
p.66 Now that the library is operating at its normal hours, it has been easier for me to visit the local branch more often too when I am in town. Please don't cut hours again!
p.67 Love Burke Centre location. The staff are very friendly and courteous and it is so convenient to my home. I have really enjoyed the extended hours schedule.
p.69 I don't like the weekend hours for the George Mason library. They open too late.
p.70 Open extended hours with limited staff. Having access to the building as a study space is really important for many people. We homeschool our kids, and as they get to be teens, having a dedicated study space starting at 8 AM is important.
p.73 I would like the library to be more friendly and welcoming, a place to go to hang out with longer hours. A place that is more of a resource to the community.
p.77 The library hours at Burke Centre improved since Pohick Library has been closed. Especially, Sunday hours! I love it.
p.82 My only concerns with FCPL are: (1) cutbacks in hours and (2) cutbacks in books in library, e.g., release of many old but very fine books.

p.85 The Fairfax County Public Library is an invaluable resource, which should be fully funded. When Pohick reopens, I would request that Kings Park remain open on Sundays.

p.88 I hate to see spending cuts to the library system which affects hours, acquisitions, programs and services.

p.90 Teens especially need a place to collaborate and work at night. Perhaps libraries could stay open late a few nights a week.

p.91 It's criminal that the libraries are not open with the same hours as commercial providers. They are a great resource for learning and community building that are only available a fraction of the time that they are needed. There's nothing quite so annoying as watching a library close at an early hour and literally running adolescents and young adults out the door. What a waste of human potential.

p.92 Reduce staff first and then reduce hours at the library to reduce costs, in that order.

p.92 Having the library open long hours is important. Very much dislike it when the library cuts back hours. Believe the library is very important for all segments of Fairfax County residents and branches should be close enough for local patrons to easily access.

p.97 I wish the hours were tweaked so the libraries were open more when teens want to go there. They love to study and hang with their friends there on Friday and Saturday evenings, but it closes so early then. The library gives them a good place to study, do homework, and be with their friends in a mostly safe space without parents breathing down their necks.... I'd say open later on weekday mornings or take a two hour break from noon to 2pm on weekdays so the library can be open more on weekends. All families nowadays seem to be gone during the workweek so traditional hours need to change. If you close from 12-2 then you can still do the morning stuff with children. Either choice I think you NEED more hours on the weekends! Otherwise the younger generation will begin to blow off the library.

p.101 I would like extended times on Sat and Sunday's I know it has to do with budgets but services could be limited by access control and self-checkout. Please extend Saturday evening hours to 7 pm at least 5 o'clock is too early.

p.103 The hours for Sunday should be extended for Regional Libraries.
There are things the library has, like the "information desk" that appear to serve no purpose. I would happily trade eliminating this "desk" in exchange for longer operating hours, especially being open on Sunday.

The BOS needs to fund the library system way more! We could use less SWAT teams and more Library hours, books, and services.

I would like to see the hours restored to what they used to be, and to be consistent day-today. It's a pain having to consult the website every time I want to visit the library to see if they are open.

Keep the library open. Try to extend the hours.

Please keep library open as many hours as possible and continue providing knowledgeable librarians (degree in library science).

If possible extention of hours would be a good idea so college students who live far from school can use the library space and resources to study.

I also would very much like the library to open at 9 instead of 10. I think there would be many more patrons at that hour than you realize.

I'm glad you reinstated the hours; when it was cut back, it was very difficult for a frequent library-goer like myself.

It would be nice to have extended hours (earlier and later) during the week since the area has many commuters who work long hours. For example, I leave home at 5:30 AM and get home around 7:30 PM most days. Getting my disabled father in the car, grabbing a peanut butter sandwich, and rushing to the car gets me to the library at about 8:30 PM and the library closes at 9:00 PM. IN addition, closing at 6:00 PM on Fridays and only open 7 hours on Saturday and 4 hours on Sunday, makes it difficult to get to the library on any day before closing.

You really need to stop and think about what poorer communities have been making do with and realize that the most important things for a Library are simple - accessible locations and open at least 72 hours a week, well stocked reference and non-fiction selection, educational materials for the surrounding areas, knowledgeable, courteous and helpful to a fault employees, reliable internet system w/ plenty of access for those who can't affprd their own computer, a strict policy of ABSOLUTELY NO TALKING IN THE LIBRARY (except staff -- others must whisper), and no violent games allowed to be played on the computer.

I believe having the public library is a valuable resource for the community. I hope you can restore the hours of operation back to full days and evening times.

Very important not to decrease hours and to encourage reading by young children.
p.113 I do wish the Oakton site had longer hours, like the Centreville or Chantilly libraries.

p.114 Need more "out of the box" thinking of what services library could offer, increase revenue & expand hours for alternative services.

p.114 I'd like extended evening and weekend hours at the branches, when funding permits.

p.114 We need to extend study rooms for students of all ages. And hours of access on weekends.

p.115 More hours of operation in the evenings and weekends and less in the middle of the day on weekdays.

p.120 One of the best services offered by the regional libraries is their extended hours into the evenings and on weekends. I would not be able to use the library as frequently, if at all, since I work during the day, unless the libraries had extended hours.

p.122 I would like to see the library open earlier on Sunday.
DIRECTOR’S REPORT
June 14, 2017 Director’s Report

A. Summer Reading Program
This year’s Summer Reading Adventure is themed around “Reading by Design”. Starting on June 23rd and running through September 2nd, this year promises to be filled with books, programs, and fun! Babies through third graders read 15 books, fourth through sixth graders read 10 books, and teens in grades 7th-12th read 5 books, all of their choosing. If you finish reading the required number of books by September 2nd, you can go to your local library to pick up a coupon book with a variety of prizes and discounts. Teen finishes are also entered into a drawing for a gift card.

The library offers lots of fun events all summer long including Beech Tree Puppets, Leesburg Animal Park, Dinoman Dinosaurs, Around the Americas with Andrés and much more. Special events for teens include Paint Your own Pottery, Henna Tattooing, Cupcake Wars, Robotics, our Teen Cover Art Contest and more. There’s also an essay contest for rising 7th, 8th and 9th graders cosponsored with the For Love of Country Foundation. All events and activities are free but often fill up quickly, so registration is required.

B. Ephemera Collections
The Library has officially launched its two new ephemera collections (ephemera = typically non-book items circulated by the library). Our thermal cameras, launched in partnership with Energy Action Fairfax, continue to be extremely popular with over 350 people on the waitlist for the Apple version and over 200 people on the waitlist for the Android version. Many more copies are currently on order! The Nature Backpacks have also been a huge hit. Sponsored by the Library of Virginia, and support through IMLS funding, all packs are currently checked out, there are more than 200 people waiting, and many more packs have been requested. With the community interest around these types of non-traditional collections, the Library will likely be looking at other partnership opportunities to provide these topical resources to the community.

C. Pohick-LEED Gold
The renovation of the Pohick Library achieved LEED Gold status (LEED stands for Leadership in Energy and Environmental Design)! This scoring was based on points earned through the renovation process around sustainable design areas. You can read more at http://www.fairfaxcounty.gov/dpwes/news/pohick-regional-library-achieves-leed-gold.htm.
CONSIDERATION ITEMS
CONSIDERATION ITEM
June 14, 2017

ISSUE: Update to Policy U Regarding Public Comment at Library Board Meetings

RECOMMENDATION: Library Administration recommends updating Policy U to update the public comment period for one year to six months.

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met on May 26, 2017 to discuss a number of policy updates. One policy brought forward by the committee for update is Policy U, regarding public comment. The policy requires updates to reflect the Board’s practice of allowing public speakers one comment per every six month period, instead of per year. The current version of the policy and the recommended updated version of the policy are included in the attachment.
Policy Regarding Public Comment at Library Board Meetings

The Library Board wishes to provide an opportunity for the public to comment on various Library System related issues. In addition to the budget-related Public Hearing held in June of each year, the Board has established a Public Comment time period at each regularly scheduled Library Board meeting. The following serves to support this process.

1. There will be a Public Comment period at each regularly scheduled Library Board meeting.
2. A maximum of five speakers will be heard.
3. Speakers will have a maximum of three minutes for their comments.
4. Individual speakers will be limited to one public comment period each calendar year.
5. Speakers are requested to pre-register with the Library Director; however, if there are available public comment slots open at the time of a Board meeting, the remaining slots may be filled by individuals registering at the meeting.
6. Board members will not question or respond to speakers.

7/21/92
Policy Regarding Public Comment at Library Board Meetings

The Library Board wishes to provide an opportunity for the public to comment on various Library System related issues. In addition to the budget-related Public Hearing held in June of each year, the Board has established a Public Comment time period at each regularly scheduled Library Board meeting. The following serves to support this process.

1. There will be a Public Comment period at each regularly scheduled Library Board meeting.
2. A maximum of five speakers will be heard.
3. Speakers will have a maximum of three minutes for their comments.
4. Individual speakers will be limited to one public comment period each six month period.
5. Speakers are requested to pre-register with the Library Director; however, if there are available public comment slots open at the time of a Board meeting, the remaining slots may be filled by individuals registering at the meeting.
6. Board members will not question or respond to speakers.

[update date]
CONSIDERATION ITEM
June 14, 2017

ISSUE: Update to Policy W Regarding Appropriate Use of Parking Lots, Grounds and Exterior Plaza/Porches and Gathering Places

RECOMMENDATION: Library Administration recommends updating Policy W regarding trespassing.

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met on May 26, 2017 to discuss a number of policy updates. One policy brought forward by the committee for update is Policy W, regarding parking lots and grounds. The policy requires updates to reflect changes in law and to move the burden of handling trespass violation from branch staff to library administration. The current version of the policy and the recommended updated version of the policy are included in the attachment.
Policy Regarding Appropriate Use of Library Parking Lots, Grounds and Exterior Plaza/Porches and Gathering Places

Gathering Places

1. Use of Parking Lots
   a. Library parking lots are provided for library users and staff for appropriate use. Commuter and overnight parking and any other use of parking lots by individuals who are not actively engaged in using Library facilities is prohibited.
   b. Parking lot problems associate with the above basic use policy shall be resolved by the Library Director by use of appropriate signage; police ticketing and/or towing; the installation of gates or other barriers; and/or other means.
   c. The Library Director may permit short-term exceptions to the basic use policy and may also enter into agreements that amend the policy with other public or private entities regarding use of Library parking lots.
   d. All agreements regarding use of Library parking lots that are applicable for six months or more must be approved by the Library Board.

2. Use of Library Grounds
   a. Camping is prohibited on all property administered by the Fairfax County Public Library Board of Trustees.

   "Camping" means:
   
   1. sleeping out-of-doors;
   2. erecting or creating a shelter including, but not limited to a tent, cardboard box, sleeping bag, or newspapers;
   3. cooking over an open flame or fire out-of-doors.
   
   b. Overnight sleeping in a parking facility or parking lot or overnight habitation in a vehicle in a parking facility or parking lot is prohibited on all property administered by the Fairfax County Public Library Board of Trustees.

If library staff observes any person who has been notified of this rule, including notice by posted signs, acting in violation of this rule, staff shall contact the Fairfax County Police or the City of Fairfax Police and ask that the offender be charged with violating Va. Code Ann 18.2-119, "trespass after having been forbidden to do so." Alternatively, staff may apply to a magistrate for a warrant charging the offender with violating Va. Code Ann 18.2-119.

3. Use of Exterior Plazas/Porches and Gathering Places
   a. Customers are to engage in activities associated with the use of the Library.
b. Customers are to maintain conduct appropriate to the use of the Library.

11/10/10
Policy Regarding Appropriate Use of Library Parking Lots, Grounds and Exterior Plaza/Porches and Gathering Places

Gathering Places

1. Use of Parking Lots
   a. Library parking lots are provided for library users and staff for appropriate use. Commuter and overnight parking and any other use of parking lots by individuals who are not actively engaged in using Library facilities is prohibited.
   b. Parking lot problems associated with the above basic use policy shall be resolved by the Library Director by use of appropriate signage; police ticketing and/or towing; the installation of gates or other barriers; and/or other means.
   c. The Library Director may permit short-term exceptions to the basic use policy and may also enter into agreements that amend the policy with other public or private entities regarding use of Library parking lots.
   d. All agreements regarding use of Library parking lots that are applicable for six months or more must be approved by the Library Board.

2. Use of Library Grounds
   a. Camping is prohibited on all property administered by the Fairfax County Public Library Board of Trustees.

"Camping" means:

1. sleeping out-of-doors;
2. erecting or creating a shelter including, but not limited to a tent, cardboard box, sleeping bag, or newspapers;
3. cooking over an open flame or fire out-of-doors.

b. Overnight sleeping in a parking facility or parking lot or overnight habitation in a vehicle in a parking facility or parking lot is prohibited on all property administered by the Fairfax County Public Library Board of Trustees.

If library staff observes any person who has been notified of this rule, including notice by posted signs, acting in violation of this rule, staff shall contact Library Administration.

3. Use of Exterior Plazas/Porches and Gathering Places
   a. Customers are to engage in activities associated with the use of the Library.
   b. Customers are to maintain conduct appropriate to the use of the Library.

[date]
CONSIDERATION ITEM  
June 14, 2017  

ISSUE: Update to Policy A Regarding Library Director  

RECOMMENDATION: Library Administration recommends updating A for minor clarifications and formatting changes.  

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met on May 26, 2017 to discuss a number of policy updates. One policy brought forward by the committee for update is Policy A, regarding the Library Director. The policy should be updated to change references of the “County Executive” to the “Deputy County Executive overseeing libraries”. The current version of the policy and the recommended updated version of the policy are included in the attachment.
Policy Regarding Library Director

Following are the basic, continuing policies established by the Library Board:

1. Appointment
   The Library Director shall be selected and appointed by the Fairfax County Public Library Board of Trustees.

2. Duties and Responsibilities
   The Director shall plan, organize and direct the Library system in accordance with Library Board Policies and "Bylaws, Virginia Codes", and Fairfax County and City ordinances and policies. The Director implements Board policies and establishes administrative policies in order to provide a balanced and effective library service with the most efficient use of resources. The Director devotes special attention to planning, community affairs, and external relationships.

3. Liaison Responsibilities
   The Director serves as the primary liaison between the Library Board and Library staff, interpreting Board requirements to the staff and relaying to the Board staff suggestions and recommendations. The Director serves as the day-by-day liaison with the County Executive and agency and department heads.

4. Authority and Accountability
   a. The Director shall have full authority to select, appoint, and remove all other staff, in accordance with applicable County regulations and procedures and shall be guided by the "Standards of Personnel" established by the Virginia State Board for the Certification of Librarians and by recommended standards of the American Library Association.
   b. The Director shall promote personnel management practices that are in accordance with Federal, State, and County laws and regulations with respect to Equal Employment Opportunity and Affirmative Action.
   c. The Director shall encourage in-service training activities.
   d. The Director may employ two or more members of the same family in the Library System with the stipulation that none must be in a supervisory position over the other.
   e. The Director shall administer personnel by County personnel procedures relating to job classifications, the Merit System, salary schedules, hours of work, annual and sick leave, retirement plans, and insurance.
   f. The Director shall have the authority to close individual Library facilities, in considering the safety and well-being of the public and staff. The Director shall inform the Chair and the Board member representing the facility's district on such occasions.

5. Financial Management
   a. The Director shall keep the Trustees informed of the availability of private, Federal and State funds which could enhance the effectiveness of the Library's facilities, staff,
materials, and programs. The Trustees shall decide on the merits of which categories to pursue.

b. The Director shall brief the Trustees annually on the Library’s financial condition upon receipt of the County Audit.

c. The Director shall have authority to exercise discretionary adjustments within operating and capital budgets up to a level determined by the Board at the annual meeting.

6. Library Records

The Director shall initiate and maintain Library records and reports needed for administrative purposes and adequate to furnish information basic to the Library Board and County Executive upon request.
Policy Regarding Library Director

Following are the basic, continuing policies established by the Library Board:

1. Appointment
   The Library Director shall be selected and appointed by the Fairfax County Public Library Board of Trustees.

2. Duties and Responsibilities
   The Director shall plan, organize and direct the Library system in accordance with Library Board Policies and Bylaws, Virginia Codes, and Fairfax County and City ordinances and policies. The Director implements Board policies and establishes administrative policies in order to provide a balanced and effective library service with the most efficient use of resources. The Director devotes special attention to planning, community affairs, and external relationships.

3. Liaison Responsibilities
   The Director serves as the primary liaison between the Library Board and Library staff, interpreting Board requirements to the staff and relaying to the Board staff suggestions and recommendations. The Director serves as the day-by-day liaison with the Deputy County Executive overseeing the County Library and other agency and department heads.

4. Authority and Accountability
   a. The Director shall have full authority to select, appoint, and remove all other staff, in accordance with applicable County regulations and procedures. The Director shall administer personnel by County personnel procedures relating to job classifications, the Merit System, salary schedules, hours of work, annual and sick leave, retirement plans, and insurance.
   b. The Director shall be guided by the "Standards of Personnel" established by the Virginia State Board for the Certification of Librarians and by recommended standards of the American Library Association.
   c. The Director shall promote personnel management practices that are in accordance with Federal, State, and County laws and regulations with respect to Equal Employment Opportunity and Affirmative Action.
   d. The Director shall encourage in-service training activities.
   e. The Director may employ two or more members of the same family in the Library System with the stipulation that none must be in a supervisory position over the other.
   f. The Director, in consultation with the Deputy County Executive overseeing the County Library, shall have the authority to close temporarily individual Library facilities, in considering the safety and well-being of the public and staff. The Director shall inform the Chair and the Board member representing the facility's district on such occasions.

5. Financial Management
a. The Director shall keep the Trustees informed of the availability of private, Federal and State funds which could enhance the effectiveness of the Library's facilities, staff, materials, and programs. The Trustees shall decide on the merits of which categories to pursue.

b. The Director shall brief the Trustees annually on the Library's financial condition upon receipt of the County Audit.

c. The Director shall have authority to exercise discretionary adjustments within operating and capital budgets up to a level determined by the Board at the annual meeting.

6. Library Records

The Director shall initiate and maintain Library records and reports needed for administrative purposes and adequate to furnish basic information to the Library Board and Deputy County Executive upon request.

[Add date]
CONSIDERATION ITEM
June 14, 2017

ISSUE: Update to Policy S Regarding Complaints about Library Materials in the Collection

RECOMMENDATION: Library Administration recommends merging policies S and T into a new policy S titled Policy Regarding Recommendations about Current and Potential Library Materials

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met on May 26, 2017 to discuss a number of policy updates. One policy brought forward by the committee for update is Policy S, regarding the material complaints. The policy should be updated to reflect a merger of the current policies S and T, to provide policy information regarding complaints or suggestions of materials. The policy is further updated to remove procedural information, which is available in other locations. The current version of the policy and the recommended updated version of the policy are included in the attachment.
Policy Regarding Complaints about Library Materials in the Collection

The choice of library materials by users is an individual matter. While a person may reject materials for himself or herself, he/she cannot exercise censorship to restrict access to the materials by others.

It is the Library's goal to have up-to-date and accurate information in the collection. When a user brings an item to the attention of staff because it is outdated or inaccurate, it is considered helpful information rather than a collection complaint. The item should be forwarded to Collection Services with written information about the nature of the inaccuracies. The selection staff will evaluate the item, consider reviews, and make a decision about withdrawing it from the collection. They will also check to see if more up-to-date information is available. If the user wishes to receive a written response, his/her name and address should be forwarded to Collection Services with the information about the item.

Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to assure that complaints are handled in an attentive and consistent manner.

1. The person with a complaint about materials in the collection should be referred immediately to the branch manager or the person in charge in the absence of the branch manager. The person in charge should explain to the user that selections are made in accordance with the Selection Policy of the Fairfax County Public Library's Board of Trustees. The person in charge should then decide how best to handle the complaint. In most cases, a discussion about the specific title can resolve the issue satisfactorily at the branch level. A discussion of the reasons why a specific title would be selected for the Library system, how it would be used, its intended audience, and an offer to help the library user find materials more to his/her liking is usually sufficient.

2. Complaints about the collection are to be logged on a Collection Complaint Log. These forms are to be sent to Collection Services monthly, where they will be compiled. A monthly summary of complaints about titles in the system's collection will be sent to Library management staff and the Fairfax County Public Library Board of Trustees to maintain awareness of collection issues.

3. If the user is not satisfied with an explanation of the selection policy and the role of the title in the collection, the person in charge should offer the following:

   a. A Request for Reconsideration by Staff Committee

   The user may write a letter, or fill out the FCPL complaint form stating the specifics of the objection or complaint, to the branch manager. The branch manager is to respond in writing to the user, advising him/her that there will be reconsideration of the item after the user's letter has been forwarded to the Coordinator of Collection Services. A copy of "Collection Development at the Fairfax County Public Library" should be included with the branch manager's letter.

   b. After receiving the original letter from the patron and a copy of the branch manager's letter, the coordinator will appoint a review committee of three professional staff members to reconsider the item. The reviewers will be sent copies of the user's letter and any reviews available.
c. Within 30 days, the reviewers will put their recommendations in writing to the coordinator, who will make a decision about the item's role in the collection.

d. The coordinator will return the reviewer's comments to the branch manager, with any available reviews and a memo conveying the decision about the item.

e. The branch manager will then write to the user regarding the decision, sending a copy of the letter to the coordinator. Staff reviews are to be shared only with Library staff and the Library Board, unless the Director specifically decides that they may be released. Brief quotes, however, may be used in the branch manager's letter to the user.

f. The Coordinator of Collection Services will prepare a packet of information for each request for reconsideration, consisting of the staff reviewers' comments, the coordinator's decision, and the branch manager's response. This packet will be sent to library management staff.

This process is a complex one and will take approximately two months to complete.

4. If the user desires further action, he/she may appeal to the Library Director in writing. He/she will receive a written response from the Director in two weeks.

5. A letter written to the Director by a user asking for reconsideration of a title in the collection will follow the same process.

   a. The Director will respond to the user, sending a copy of "Collection Development at the Fairfax County Public Library."

   b. The Coordinator of Collection Services will appoint a review committee, who will receive a copy of the user's letter and any review available.

   c. Within 30 days, the reviewers will put their recommendations in writing to the coordinators, who will make a decision about the item's role in the collection.

   d. The coordinator will return the reviewers' comments to the Director with any available reviews and a memo conveying the decision about the item.

   e. The Director will then write a letter to the user regarding the decision, sending a copy of the letter to the coordinator. Staff reviews are to be shared only with Library staff and the Library Board, unless the Director specifically decides that they may be released.

   f. The Coordinator of Collection Services will prepare a packet of information for each request for reconsideration, consisting of the user's letter of complaint, any reviews available, the staff reviewers' comments, the coordinator's decision, and the Director's response. This packet will be sent to library management staff.

This process will take approximately two months to complete.

6. If the user is not satisfied with the response from the Director, he/she may appeal to the Library Board of Trustees in writing.
The user's letter, professional and staff reviews, the coordinator's decision, the branch manager's response and/or the Director's letter, and any other information the Board believes necessary, will provide the basis upon which the Board of Trustees will make its decision.
POLICY REGARDING RECOMMENDATIONS ABOUT CURRENT AND POTENTIAL LIBRARY MATERIALS

The choice of library materials by users is an individual matter. While a person may reject materials for himself or herself, he/she cannot exercise censorship to restrict access to the materials by others. Alternatively, a person may wish to recommend for purchase materials enjoyed by himself or herself that have not been acquired by the library.

It is the Library's goal to have up-to-date and accurate information in the collection. When a customer brings a title to the attention of staff because it is outdated, inaccurate, or not in the collection, it is considered helpful information rather than a collection complaint. The title should be forwarded to Collection Services staff for evaluation and review. Suggestions from library staff members and from library customers are encouraged and seriously considered in the selection process.

Recognizing that a diversity of materials may result in some requests for reconsideration for either deselection or selection, FCPL will maintain a collection development handout and procedures for ensuring objections, complaints, or recommendations are handled in an attentive and consistent manner.

[update date]
CONSIDERATION ITEM
June 14, 2017

ISSUE: Deletion of Policy T Regarding Suggestions for Purchase of Materials Not in the Collection


BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met on May 26, 2017 to discuss a number of policy updates. One policy brought forward by the committee is Policy S, regarding the material complaints. This policy can be deleted, if its information is merged into a new and updated policy S. The current version of the policy and the recommended updated version of the policy are included in the attachment.
Policy Regarding Suggestions for Purchase of Materials not in the Collection

1. When staff are asked for items that are not in the Library's collection, it is important that they communicate the information to Collection Services.
   
   a. Requests for types of materials, subject coverage, or items that represent trends of information needs should be monitored and sent to Collection Management on the bimonthly collection priority forms. These forms are tracked carefully, and selections are made in response to this information on a regular basis.

   b. Needs that are not met immediately are entered into a database that is used for ongoing redevelopment of titles and subjects.

2. Requests for specific titles not in the collection, and not on order, about which a user wants specific information, can be handled in several ways, at the discretion of branch staff.

   a. If the title is a recent one, and likely to be available for purchase, and within the scope of the collection:

   Staff should fill out the Please Consider form with as much information about the title as possible, and send it to Collection Management. If the user requests notification of the decision made about the title, the reverse side of the postcard form should be filled in with the user's name and address. Unless this is done, the user will receive no reply. The form is considered a Request for Purchase, and the title will be reviewed for purchase.

   b. If the title is not a recent one, or is not in the scope of the Library's collection:

   The user should be encouraged to fill out an Interlibrary Loan Request form. The user interested in specialized materials may also be referred to one of the many special libraries in the Washington metropolitan area, found in directories in the reference collections of most branches.
ACTION ITEMS
ACTION ITEM
June 14, 2017

ISSUE: Update to Policy C Regarding Fees for Special Services

RECOMMENDATION: Library Administration recommends updating Policy C to reflect appropriate fees for special services.

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met on April 10, 2017 to discuss a number of policy updates. One policy brought forward by the committee for update is Policy C, regarding fees for special services. The policy requires updates to remove obsolete examples and equipment. The current version of the policy and the recommended updated version of the policy are included in the attachment.
Policy Regarding Fees for Special Services

1. Fees may be applicable, at the discretion of the Library Board, for the following services:

2. Providing a service that incurs an additional cost to the Library with each use; i.e., computer search, interlibrary loans, reserves.

3. Providing library facilities and staff to profit-making organizations on a contractual basis; i.e., cable studio and staff expertise.

4. Providing use of equipment; i.e., 16mm film projector, Xerox, microform reader-printers.

5. Providing new service for which funding is not otherwise available.

11/81
Policy Regarding Fees for Special Services

Fees may be applicable, at the discretion of the Library Board, for the following:

1. Providing a service that incurs an additional cost to the Library with each use; i.e., interlibrary loans, reserves.
2. Providing library facilities and staff to profit-making organizations on a contractual basis.
3. Providing new service for which funding is not otherwise available.

[update date]
ACTION ITEM
June 14, 2017

ISSUE: Update to Policy M Regarding Gifts and Alliances with the Library System

RECOMMENDATION: Library Administration recommends updating Policy M to remove language regarding Foundation gifts and update language about alliances.

BACKGROUND: The ad hoc Policy Committee of the Library Board of Trustees met on April 10, 2017 to discuss a number of policy updates. One policy brought forward by the committee for update is Policy M, regarding gifts and alliances with the library system. The policy requires updates to remove language regarding Foundation gifts and funding, as well as updating language about alliance reporting. The current version of the policy and the recommended updated version of the policy are included in the attachment.
Policy Regarding Gifts to and Alliances with the Library System

1. Gifts to the Library
   a. Authorization
      1. Virginia Code 42.1-35 states in part: ... the Board shall have the right to accept donations and bequests of money, personal property, or real estate for the establishment and maintenance of such free public Library systems or endowments for same.
      2. The Board of County Supervisors, at its meeting December 21, 1955, ... agreed that should anyone desire to donate land for Library purposes and specifies that it should be titled in the name of the Library Board and not the County, that the Library Board should first come back to the Board of County Supervisors and get its permission on whether the land so offered as a gift should be accepted and that the same procedure should also be followed whether the land is donated or to be purchased.
      3. Gifts to the Fairfax County Public Library are tax-deductible.
      4. In February 1995, the Fairfax County Public Library Foundation, Inc. was established.
         a. The Foundation is a nonprofit, tax-exempt charitable organization established as 501(c)(3) for the sole benefit of the Library.
         b. Gifts to the Foundation are tax-deductible.
   b. Library Director's Authority
      1. The Library Director shall accept or reject gifts within the scope and limitations established by the Library Board.
      2. All gifts of books are to be handled at the discretion of the Library Director. Appropriate notations may be placed on them at the discretion of the Director.
      3. The Library Board has sole authority to accept or reject any gift. When accepting gifts from the Foundation or any other source, the Library Director acts as the agent of the Library Board.

      Approval of the Board is required before accepting a Foundation gift--either of money, which is unrestricted or restricted--or of any other object or material. The Library Director will inform the Chair when such a gift is proposed.

      If the gift is restricted, the Board Chair will refer it to the Policy Committee. The Policy Committee will review the matter and report to the full Board.

      If the gift is unrestricted, the chair will refer it to the Budget/Personnel
Committee. The Budget/Personnel Committee will review the matter and report to the full Board.

c. Appraisals

1. The Library will not assign any value.

2. For most donations, the fair market value is the donor’s estimate of the donated item’s worth.

3. To establish extraordinary value, the cost of the appraisal should be borne by the donor.

d. Expenditures

1. Library Gift Funds are those funds forwarded to Library Administration by Friends Groups from their ongoing book sales proceeds.

2. Unrestricted Library Gift Funds shall be spent for any purchases designed to enhance operations of the Fairfax County libraries.

e. Compliance

1. FCPL follows all procedures/policies outlined in ACT (Accounting Technical Bulletin 40050—Gifts and Donations).

2. Alliances

a. The Library will pursue agreements with federal/state/local agencies, industry, academia, and other organizations, to build cooperative alliances which are beneficial to the Library.

b. Alliances must relate to the Library’s mission and be structured to enhance a library program, service or product.

c. All alliances must be documented in a written "Alliance Agreement" which clearly describes the specific goals, activities and responsibilities of each partner. Each agreement must include an appropriate timetable and a provision for immediate cancellation by the Library.

d. Alliance agreements must be approved by the Library Board.

e. All alliance agreements shall be evaluated by the Library at the end of each year, or at such other times as established by the Library Board, and a written summary of the evaluation shall be submitted to the Library Board by the Library Director.
Policy Regarding Gifts to and Alliances with the Library System

1. Gifts to the Library
   a. Authorization
      1. Virginia Code 42.1-35 states in part: ... the Board shall have the right to accept donations and bequests of money, personal property, or real estate for the establishment and maintenance of such free public Library systems or endowments for same.

      2. The Board of County Supervisors, at its meeting December 21, 1955, ... agreed that should anyone desire to donate land for Library purposes and specifies that it should be titled in the name of the Library Board and not the County, that the Library Board should first come back to the Board of County Supervisors and get its permission on whether the land so offered as a gift should be accepted and that the same procedure should also be followed whether the land is donated or to be purchased.

      3. Gifts to the Fairfax County Public Library are may be tax-deductible.

      4. In February 1995, the Fairfax County Public Library Foundation, Inc. was established.
         a. The Foundation is a nonprofit, tax-exempt charitable organization established as 501(c)(3) for the sole benefit of the Library.
         b. Gifts to the Foundation are tax-deductible.
         c. The Fairfax County Public Library Foundation and the Fairfax County Public Library should not pass funds through each other; they should maintain separate financial holdings.

   b. Library Director's Authority
      1. The Library Director shall accept or reject gifts within the scope and limitations established by the Library Board; The Library Director complies with county policy and procedure.

      2. All gifts of books are to be handled at the discretion of the Library Director. Appropriate notations may be placed on them at the discretion of the Director.

      3. The Library Board has sole authority to accept or reject any gift. When accepting gifts from any source, the Library Director acts as the agent of the Library Board.

   c. Appraisals
      1. The Library will not assign any value.

      2. For most donations, the fair market value is the donor’s estimate of the donated item’s worth.
3. To establish extraordinary value, the cost of the appraisal should be borne by the donor.

d. Expenditures

1. System Gift Funds are those funds collected by the Library on behalf of Friends Groups from their ongoing book sales proceeds. These funds are considered unrestricted.

2. Unrestricted Library Gift Funds shall be spent for any purchases designed to enhance operations of the Fairfax County libraries.

e. Compliance

1. FCPL shall follow all procedures/policies outlined in county policy and procedure.

2. Alliances

a. The Library will pursue agreements with federal/state/local agencies, industry, academia, and other organizations, to build cooperative alliances which are beneficial to the Library.

b. Alliances must relate to the Library’s mission and be structured to enhance a library program, service or product.

c. The Library Director shall report to the Board on a regular basis about system alliances.