

The Alexandria Library Board was called to order by Chairperson Dorothy “Brooksie” Koopman, on Monday, December 19, 2011 at 4:22 pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were R. Hobson, D. Koopman, O. Fitzgerald, G. Day-Fuller, and F. Fannon. Member absent was A. Paul.

Staff present were Director Dawson, Deputy Director Renner and Administrative Officer Wesson.

Guests present were Kathleen Schloeder, former Library Board Secretary (2009-2010) and Lynda Rudd, Technical Services Manager.

Mr. Hobson moved to approve the October 2011 minutes. Mr. Fitzgerald seconded the motion which was approved unanimously.

Mrs. Koopman announced that Mr. Thom Downing had resigned from the Library Board and that the vacant position would be voted on by City Council at their January City Council meeting. She noted that Mrs. Paul’s absence was due to an accident. She announced that the next public budget hearing would be January 21. Mr. Fannon added that the City Manager would announce the budget on February 14 and additional public hearings would be February 25 and March 5.

Mr. Fannon said that citizens had been contacting Council, concerned about the large proportion of cuts that the Library had taken. He added that Council is sensitive to the Library’s position.

The Year-To-Date statistics are as follows:

DIVISION	CIRCULATION	CIRCULATION PERCENTAGE INC/DEC	PATRON COUNT	PATRON COUNT PERCENTAGE INC/DEC
BARRETT	61,165	6.15%	54,725	0.37%
BEATLEY	223,367	-4.09%	152,868	-8.18%
BURKE	54,976	4.22%	63,764	79.26%
DUNCAN	114,920	1.40%	98,045	-6.02%
SPECIAL COLLECTIONS	9,223	56.64%	6,475	11.71%
TALKING BOOKS	2,846	-1.15%	931	0.32%
OVERDRIVE DOWNLOADABLE & EBOOK USAGE	3,969	51.08%		
NETLIBRARY EBOOK USAGE	8,838	368.61%		
TOTAL **	479,304	2.00%	376,604	8.79%

REGISTERED BORROWERS	146,797	-14.16%
DOWNLOADABLE BORROWERS	8,504	40.35%
LIBRARY MATERIALS	469,844	7.77%
LIBRARY WEBSITE VISITS	93,012	2.72%
LIBRARY WEBSITE PAGES USED	143,342	0.91%

MEETING ROOMS	142 Meetings (MONTHLY) \$2,025.50 (ANNUAL)	
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MONTHLY INTERNET COMPUTER UTILIZATION:

	No. of Terminals- Automated Signup	No. of Sessions	Utilization
Barrett	8	1,437	69.55%
Beatley	24	5,080	72.69%
Burke	16	2,109	57.68%
Duncan	9	1,387	63.47%
TOTAL	57	10,013	67.08%

Director Dawson reported that on December 1, she had sent the Board revised recommendations for budget cuts, which included the full 6% cut requested by the acting City Manager, Bruce Johnson. The cuts included utility and insurance savings of \$33,188; elimination of vacant positions in the amount of \$154,877; elimination of the Burke Branch security guard which had been added in FY12 for \$19,375; reduction of hours which removed the 2 hours that had been added to the Library's schedule in FY12 for \$24,500; elimination of Beatley Sunday hours for \$64,000; elimination of security monitoring via Stanley Security for \$19,478; reduction of Talking Books for the Blind and Physically Handicapped Service for \$104,093.

Mr. Fitzgerald moved to accept the priority of reductions and the structure of the December 2, 2011 memorandum that the Director submitted to the Office of Management and Budget and to authorize the Board Chair writing a letter to the Director of the Office of Management and Budget, copying the City Manager, stating that the Library Board did not support any of the reductions presented and that the cuts would have significant impact to the Library. Mrs. Day-Fuller seconded the motion which was approved unanimously.

Director Dawson reported that Governor McDonnell was proposing a 2% cut to State aid, which is about \$3,200 for FY13. She noted that the cuts taken in prior years had a cumulative negative effect.

Director Dawson presented the monthly activity report. She noted that staff were expecting many patrons to receive ereaders for the holidays and were preparing for increased demand for ebooks. She announced that Alexandria Library had been selected by the State Library as the Virginia Library Association Region 5 "Zookeepers"; the Library received a technology "zoo", consisting of a variety of ereaders and other technology devices, and would be responsible for providing training for the community as well as staff from neighboring library jurisdictions utilizing the devices. The training was scheduled to begin in January.

Director Dawson reported that a Goal Group 7 meeting with the new City Manager, Rashad Young, was scheduled for Wednesday, December 21. She noted that the 75th Anniversary Committee has had general discussions.

Director Dawson presented the Treasurer's Report, noting that the Library had spent about 36% of its budget and 55% of its State Aid, with 41% of the year passed. Delinquent fine and fee collection via Unique Collection Services has gone well. While the Library had brought in a fair

amount of money, it had to pay service fees to the company for the processing; therefore a profit had not yet been made. The Director added that the Library had made 44% of its fines and fees requirement. Mr. Hobson moved to approve the Treasurer's Report which was cumulative as of November 2011 and included the October report.

Mr. Hobson reported that the Investment Committee had a meeting with representatives from BB&T who reviewed the performance of the investment account. He also reported that based on reports for November 2011, 44 of 109 equities were up over their cost while corporate bonds were down about 1%. Mrs. Koopman added that the majority of the portfolio was in bonds, which provides stability in the account. In addition, the bonds are generally held until maturity, so increases and decreases do not matter because the returns are as expected when purchased. She said that the portfolio is very conservative, per the goals of the investment policy.

Deputy Director Renner presented an update on the status of the Library's Five Year Plan. She noted that the needs assessment study had been funded which may affect the goals going forward.

City Manager Rashad Young arrived; the Board greeted him. He talked about the importance of libraries in the community, and that they are more than just places with books, but support diversity, and support their communities in a variety of ways.

Deputy Director Renner continued her report on the Five Year Plan, noting that staff had completed staff competencies and had gone after federal e-rate grants through the FCC, to relieve reliance on State Aid for technology needs.

Director Dawson presented the completed FY11 audit and noted that there were no findings.

Mr. Hobson moved to adjourn at 6:52pm. Mr. Fitzgerald seconded the motion which was approved unanimously.

Respectfully submitted,

Gwendolyn Day-Fuller
Secretary