

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, December 19, 2016 at 4:05 pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were K. Schloeder, O. Fitzgerald, H. Desfosses, and W. Brierre. Members absent were G. Day-Fuller, W. Bailey, and F. Fannon.

The members of the staff present were Director Dawson, Deputy Director DiPilato, and Division Chief of Administrative Services Wesson.

Guest present was Chuck Ziegler, Vice President for Advocacy of the Friends of the Beatley Central Library. He reported that as of November 30, the Beatley Friends had \$98,000 in their account, of which \$34,000 was already pledged to support SummerQuest, All Alexandria Reads, the Beatley Fall festival, a camera system for the Beatley meeting room, as well as additional funding for various programs and books. He noted that he intended to speak before City Council in the coming months to advocate on behalf of the Library. Ms. Schloeder thanked Mr. Ziegler for all that the Beatley Friends had done over the last year.

The Year-To-Date statistics are as follows:

DIVISION	CIRCULATION	CIRCULATION PERCENTAGE INC/DEC	PATRON COUNT	PATRON COUNT PERCENTAGE INC/DEC
Barrett	89,877	10.42%	41,726	6.74%
Beatley	261,269	-7.22%	138,729	5.95%
Burke	48,816	0.46%	40,100	12.55%
Duncan	145,588	4.97%	66,498	3.31%
Special Collections	2,512	-63.81%	6,109	-30.81%
Talking Books	3,135	20.39%	991	-1.29%
Law Library			1,048	48.65%
E-materials*	114,796	121.82%		
TOTAL	665,993	8.90%	295,201	5.48%

Registered Borrowers	98,992	1.70%
EBorrowers*	48,146	119.18%
Library Materials	505,085	6.91%
Library Website Visits	253,070	4.94%
Library Website Pages Used	2,360,503	-4.32%
Wireless Users	31,443	12.11%
Passports (# Processed)	2,749	
Proctoring (# Exams)	149	

**E-materials and E-borrowers now include Zinio & Freegal*

MONTHLY INTERNET COMPUTER UTILIZATION:

	No. of Terminals- Automated Signup	No. of Sessions	Utilization
Barrett	8	1,099	49.35%
Beatley	30	3,923	40.50%
Burke	16	1,047	41.09%
Duncan	9	1,693	41.11%
TOTAL	63	7,605	58.57%

Ms. Desfosses moved to approve the October 2016 minutes. Mr. Fitzgerald seconded the motion which was approved unanimously.

Ms. Schloeder reported that the Library had dedicated a book carrel in former Board member Anne Paul's memory, thanks to the donations of her book club to the Alexandria Library Foundation.

Director Dawson presented the Monthly Activity Report. She noted that the patron count and circulation were up, due to the increased Sunday hours. Registered borrowers had increased, as well as the number of materials owned, thanks to the monies from the 50-50 fundraising.

Director Dawson reported on the FY18 Library budget, noting that the Library had been required to reduce its budget by \$347,000 or 5% of the operating budget. Library management had looked at giving back some revenue from the passports, a branch reorganization, and centralizing our custodial services. However, in order to do a reorganization with custodial services, the Library needed to have a conversation with General Services, but that has not happened yet. In addition, OMB indicated that there needed to be a net savings to the City in order to entertain the reduction. Therefore, it was removed from the FY18 list of reductions. However, the Director will continue to pursue a conversation with General Services so that it can be considered for FY19, if cuts are needed. In place of the custodial reorganization, the Library added the elimination of the security guards at Barrett and Burke. Director Dawson reported that OMB then asked which budget cuts each department would restore, if only half of the reduction was needed. The first thing the Library added back was the security guard cut. While the City has approved the addition of security cameras for this (FY17) year, cameras don't reduce disruptive or irate behavior, nor do they help with the comfort level of the customers. Director Dawson noted that departments were allowed the opportunity to submit requests for supplementals, and one which the Library has requested is a communication service that will answer standard, repetitive questions, including inquiries about the digital services, policies, and procedures. Focus Area Teams were scheduled to meet during the first two weeks of January and would make recommendations to the City Manager regarding what budget reductions and supplementals should be included in the final submission to City Council.

Ms. Desfosses presented the Treasurer's report. She reported that the Library had spent 37% of the budget and 64% of the State Aid. The Law Library had generated approximately \$4,000 in filing fees. In earlier years, the budgeted filing fees were \$54,000 annually; the Library estimated that it would receive about \$20,000 less in FY17, based on actual revenues over the last two fiscal years. In the FY18 budget, our budgeted revenue will be reduced to approximately \$35,000. Director Dawson noted that the Law Library Board gave the Library about \$15,000 which helped

cover the difference between revenue and materials purchases. She added that the Law Library Board was in the process of shifting its 501(c)3 status to a Friends group. The group has funds available, and is prepared to support the Law Library if there is a shortage for materials purchases at the end of this fiscal year.

Mr. Brierre reported that the fiscal year to date total portfolio performance as of October 31, 2016 was 1.66%, slightly below the benchmark of 1.72%.

Ms. Schloeder announced that BB&T had provided a draft of an investment policy. Ms. Desfosses said that she and Mr. Brierre would meet to discuss changes to the Library Board's existing investment policy.

Director Dawson made a presentation to the Board regarding increased library hours, as previously requested. She noted that each branch is closed at least one morning (3 hours) out of the week and at least two evenings (2 hours each evening). She shared circulation and patron count statistics for those branches. She noted that if the hours were increased in the evening, more programs could be done, which would drive attendance. She also noted, however, that the statistics are currently higher in the morning. It is possible that families may prefer to have increased evening hours. However, Director Dawson said that she would recommend additional morning hours, due to the fact that children's programs are the "bread and butter" of public libraries. Mr. Fitzgerald said the Library would want to serve the most people that it can. The cost of additional hours, \$107,000, would cover either increasing morning hours or evening hours. Director Dawson recommended waiting a year to submit a budget request to add hours. The Board agreed.

Director Dawson presented a resolution that she had submitted to the Urban Libraries Council, who had requested libraries to submit resolutions of thanks to the Bill and Melinda Gates Foundation for their support and impact on library services.

Ms. Desfosses moved to adjourn the meeting at 5:18pm. Mr. Brierre seconded the motion which was approved unanimously.