

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, October 17, 2016 at 4:03 pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were K. Schloeder, O. Fitzgerald, H. Desfosses, G. Day-Fuller, W. Brierre, and F. Fannon. Member absent was W. Bailey.

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

Guests present were Library Human Resources Manager, Ross Farley and the Library's new Local History/Special Collections Manager, Patricia Walker, who was introduced by Ms. DiPilato.

The Year-To-Date statistics are as follows:

DIVISION	CIRCULATION	CIRCULATION		PATRON COUNT	PATRON COUNT	
		PERCENTAGE	INC/DEC		PERCENTAGE	INC/DEC
Barrett	55,001	11.03%		24,529		-3.16%
Beatley	167,718	-4.72%		80,992		-0.24%
Burke	30,691	1.29%		23,606		8.21%
Duncan	91,566	6.72%		39,776		0.74%
Special Collections	1,509	-72.37%		4,638		-21.04%
Talking Books	1,860	19.23%		588		-8.27%
Law Library				647		43.46%
Ematerials	39,311	86.16%				
TOTAL	387,656	4.83%		174,782		0.00%

Registered Borrowers	96,895	1.72%
EBorrowers	24,298	14.59%
Library Materials	500,893	11.66%
Library Website Visits	155,420	1.30%
Library Website Pages Used	1,485,255	-4.78%
Wireless Users	17,870	6.72%
Passports (# Processed)	1,592	
Proctoring (# Exams)	106	

MONTHLY INTERNET COMPUTER UTILIZATION:

	No. of Terminals-Automated Signup	No. of Sessions	Utilization
Barrett	8	1,073	45.81%
Beatley	30	4,309	41.13%
Burke	16	1,076	39.18%

Duncan	9	1,693	41.11%
TOTAL	63	8,151	41.22%

Mr. Fitzgerald moved to approve the September 2016 minutes. Mr. Brierre seconded the motion which was approved unanimously.

Director Dawson presented the Monthly Activity Report. She noted that the recent investment in both traditional and non-traditional materials provided through the 50-50 plan has paid off as circulation continues to increase. Also, the number of borrowers and e-borrowers has increased.

The Director stated that she recently presented to Deputy City Manager Debra Collins a crosswalk of the Library's Five Year Plan and FY16 City Performance Indicators and Goals and Strategies. At the meeting, the Library received a compliment due to the fact that it was the only department which had thus far cross-walked its strategic plan with the City's goals.

Director Dawson reminded the Board that the City's five year forecast at the end of last year showed projected deficits for the next few years. The Office of Management and Budget had therefore asked departments to participate in an exercise in which they offer reductions that would total 10% over a three year period. This reduction would be approximately \$690,000 for the Library. The Library's exercise did not include any reductions to the materials budget, based on previous guidance from the Board. In order to maintain current services, the Library would ask the City to provide a short-term investment in order to take reductions. This included the implementation of Comprise which provides internet signups, kiosks to pay for various services and fees, and would replace and improve upon the existing Pharos system. In addition, the Library's self-check machines would need to be upgraded in order to provide more self-service options. The existing machines are quite outdated and have reached end-of-life. Neighboring jurisdictions have reported that they do 75-90% of their circulation via their self-checks. The proposed new system would interface with Comprise which the existing system cannot, and would be RFID capable which would further reduce staff interaction in checkout and check-in processes while also improving transaction speed. The user experience would be greatly enhanced. The Library's proposed reductions include \$100,000 in the form of a reorganization, along with an increase in passport revenue of \$100,000 in FY18. A reduction in Administrative staff was proposed for FY19 in the amount of \$223,962 and a \$267,758 reduction in public services in FY20. The emphasis is on reorganizing rather than reducing hours. If the City is able to provide the technology, the reductions could be implemented with less effect. The Library's only other reduction options would be to reduce hours or close a facility.

Director Dawson reported that the State is also in a financial bind, which could trickle down and affect the City and the Library.

Director Dawson stated that she would provide the information requested at the last meeting, regarding an increase in service hours. However, she said that given the current fiscal situation, it was unclear whether this would even be considered by the City.

Mrs. Desfosses presented the Treasurer's report. She reported that the Library had expended 24% of the budget and 63% of State Aid funds. The Library had made \$109,462 of the \$373,246 fines and fees requirement, and Ms. Desfosses noted that \$54,346 of the requirement was from court filing fees for the Law Library. However, the amount earned in filing fees last year was \$33,661. The Library expects a surplus by the end of the fiscal year.

Director Dawson noted that the Library had received a lot of accolades regarding the Law Library. The items are now beginning to appear in the Library's online catalog; the wiring had been upgraded to get the Law Library on to the Library's network so that databases can be seen at all locations.

Mr. Brierre reported that the fiscal year to date total portfolio performance as of August 30, 2016 was 2.36%, somewhat less than the benchmark of 2.44%.

The Board discussed items that they would like to be covered at the upcoming Executive Fiduciary training with BB&T.

Director Dawson reported that the FY16 audit had been successfully completed with no findings and the findings from the previous year had been corrected.

Ms. Desfosses moved to adjourn the meeting at 5:17pm. Mr. Fitzgerald seconded the motion which was approved unanimously.