

The Alexandria Library Board was called to order by Chairperson Kathleen Schloeder, on Monday, April 17, 2017 at 4:02 pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were K. Schloeder, O. Fitzgerald, H. Desfosses, F. Fannon, and T. Hahn. Members absent were W. Brierre (excused) and W. Bailey (excused).

The members of the staff present were Director Dawson 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 he had presented to City Council at three recent council meetings to advocate on behalf of the Library. He reported that the Beatley Friends had made approximately \$25,000 at the Spring Book Sale and were working with staff to determine uses of the funds, in addition to the \$16,000 for the meeting room upgrades.

The Year-To-Date statistics are as follows:

Division	Circulation	Circulation Percentage Inc/Dec	Patron Count	Patron Count Percentage Inc/Dec
Barrett	158,965	8.37%	75,832	13.18%
Beatley	453,239	-8.59%	237,932	0.88%
Burke	87,354	0.49%	73,563	16.37%
Duncan	256,133	5.04%	118,573	2.82%
Local History/ Special Colls.	3,717	-64.85%	11,137	-24.98%
Talking Books	5,037	-0.92%	1,744	-0.06%
Law Library			1,888	28.17%
E-materials*	235,066	165.57%		
TOTAL	1,199,511	11.33%	520,669	4.25%

Registered Borrowers	102,785	1.71%
EBorrowers*	69,091	199.93%
Library Materials	520,483	13.81%
Library Website Visits	453,171	3.36%
Library Website Pages Used	4,203,050	-4.24%
Wireless Users	57,727	13.60%
Passports (# Processed)	6,892	
Proctoring (# Exams)	254	

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

Monthly Internet Computer Utilization:

	No. of Terminals- Automated Signup	No. of Sessions	Utilization
Barrett	8	1,309	51.08%
Beatley	30	3,982	38.68%
Burke	16	1,829	39.38%
Duncan	9	1,071	40.46%
TOTAL	63	8,191	40.36%

Mr. Fannon moved to approve the February 2017 minutes. Mr. Fitzgerald seconded the motion which was approved unanimously.

Director Dawson presented the Monthly Activity Report. She noted that the patron count continued to increase, supported by the new Sunday branch hours and passport services. Circulation also continued to increase, particularly related to e-materials. She noted that the Library had approximately \$100,000 in requests submitted by customers for e-materials. There was an increase of almost 200% in e-borrowers. She noted that Zinio (e-periodicals) and Freegal (e-music) were now included in the usage and e-borrower counts, which contributed to the increases.

Director Dawson reported that City Council's add/delete session was upcoming, but there was not anything related to the Library included in the list of which she was aware. Final budget adoption would be May 4.

Director Dawson reported that she, Deputy Director DiPilato, and Division Chief/Administrative Services Wesson had met with Savills Studley, the company which the City has chosen to do a facilities study. The consultants were briefed on general overall concerns about all the library buildings, including HVAC issues and water intrusion issues. Due to this facilities assessment, the City had postponed any further activity regarding the space planning of the first floor of the Burke Branch. It is anticipated that the City assessment will be complete in the fall. Mr. Fitzgerald noted that the HVAC at the Barrett Branch is too hot, which might be one of the reasons that fewer people are utilizing Local History/Special Collections. Director Dawson noted that she had asked General Services to relocate one of the thermostats, which is on an outside wall, causing it to register temperatures that are hotter or colder than it should, based on the outside temperature.

Director Dawson reported that a few weeks after the Savills Studley meeting, she and Deputy Director DiPilato met with the Burke Friends and gave them a broad overview of where things stood concerning the Burke Branch facility. Diane Ruggerio, Deputy Director, Office of the Arts and Events was there and led a discussion which focused on public art and what could be done with the parking lot wall.

Director Dawson reported that the City participated in the National Citizen Survey, which included two questions pertaining to the Library. The survey, which attempts to measure the livability of Alexandria, was mailed to about 3000 residents with 689 responses. One of the questions was how positively you feel about a particular service; the Library's overall rating was 88%, which was the same as last year. Our highest rate was 93% and the lowest was 83%, based on responses from various areas in the city. The second question was related to participation, asking "In the last 12 months, have you or other household members used Alexandria public

libraries or their services?” This rating decreased from 64% last year to 57% this year. The City Manager asked if that was correct, or whether we had other supporting data related to this. The Director replied that, anecdotally, the other Virginia public libraries had been reporting that they had fewer people coming into their facilities, as well. While their patron count tended to be down, their circulation was up, due to growing use of e-services. Our FY16 annual statistics showed that 1.3 million items circulated, with a decrease in patron count of 8%, but our e-borrowers went up 15%. One of the contributing factors to a decrease in patron count was that we increased the amount of times that an item could be renewed, from two to three renewals. So, customers did not need to come in to the library as frequently; they were able to renew items electronically or by phone. Our current fiscal year-to-date statistics from July 2016 show that our e-borrowers, patron count, and circulation are all up – due to Sunday hours and passport services.

Director Dawson reported that Deputy Director DiPilato and Central Branch Manager Thornley were traveling based on the TJ Fellowship. They had been sending pictures back that had been shared through the Library’s social media. DiPilato and Thornley planned to do a presentation at Staff Day concerning their trip.

Ms. Desfosses presented the Treasurer’s report. She reported that the Library had spent 75% of the budget and 73% of the State Aid. The Law Library had generated approximately \$27,000 in filing fees. While the Law Library income from filing fees was expected to be less than the budgeted \$54,000, the FY18 budget would reflect a lower revenue amount, based on several recent years. The Library expected to receive a total of approximately \$35,000. The Law Library Friends would make up any shortage, as they had agreed when the Library took over the Law Library management.

Ms. Desfosses also reported that the fiscal year to date total portfolio performance as of February 28, 2017 was 5.53%, slightly less than the Russell Global benchmark of 5.84%.

Ms. Schloeder suggested some additional edits to the Library’s investment policy so that it matched the agreed-upon BB&T investment document. Ms. Desfosses moved to accept the changes to the policy. Mr. Fannon seconded the motion which was approved unanimously.

Director Dawson reported that the Library had begun to move forward with the reorganization of the circulation departments. Interviews had been held for the Library Operations Supervisor position, for which Duncan Branch Circulation Manager, Marilyn Doherty, had been selected. Human Resources Manager Ross Farley was working with the City’s HR Department on final planning for the new Library Assistant II position.

Ms. Schloeder stated that Ms. Trudi Hahn had recently been approved by City Council as the Library’s new board member. Mr. Fannon moved to designate Ms. Hahn as the Library’s Secretary. Ms. Desfosses seconded the motion which was approved unanimously.

The Board members agreed to reschedule the September Library board meeting to September 11.

Ms. Desfosses moved to adjourn the meeting at 5:05pm. Mr. Fannon seconded the motion which was approved unanimously.