

The Alexandria Library Board was called to order by Chairperson Dorothy “Brooksie” Koopman, on Monday, December 20, 2010 at 4:15 pm in the Ilka K. Dickman Board Room at Charles E. Beatley, Jr. Central Library. Members present were R. Hobson, D. Koopman, O. Fitzgerald, and K. Schloeder. Members absent were F. Fannon, A. Paul, and G. Day-Fuller.

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

Guests present were Renee Dipilato, Duncan Branch Manager, and Thom Downing and Tony Springer of the Duncan Branch Friends.

Mrs. Schloeder moved to approve the October 2010 minutes as amended. Mrs. Koopman seconded the motion which was approved unanimously.

The Year-To-Date statistics are as follows:

<b>DIVISION</b>	<b>CIRCULATION</b>	<b>CIRCULATION PERCENTAGE INC/DEC</b>	<b>PATRON COUNT</b>	<b>PATRON COUNT PERCENTAGE INC/DEC</b>
<b>BARRETT</b>	57,620	-37.18%	66,179	-17.62%
<b>BEATLEY</b>	232,895	-15.01%	169,478	-9.80%
<b>BURKE</b>	52,752	-27.95%	71,196	-10.09%
<b>DUNCAN</b>	113,338	-13.26%	107,818	-9.06%
<b>LOCAL HISTORY</b>	5,888	-11.88%	7,796	-16.94%
<b>TALKING BOOKS</b>	2,879	82.45%	1,112	-10.34%
<b>DOWNLOADABLES</b>	3,689	52.31%		
<b>EBOOK USAGE*</b>	824	-18.42%		
<b>TOTAL **</b>	<b>469,885</b>	<b>-19.17%</b>	<b>423,579</b>	<b>-11.02%</b>
<b>REGISTERED BORROWERS</b>		171,017		3.26%
<b>DOWNLOADABLE BORROWERS</b>		507		26.43%
<b>LIBRARY MATERIALS</b>		435,984		-0.96%
<b>LIBRARY WEBSITE VISITS</b>		112,158		-6.47%

<b>LIBRARY WEBSITE PAGES USED</b>	141,064	-13.44%
<b>MEETING ROOMS</b>	87 meetings (MONTHLY) \$1365.00 (YEAR TO DATE)	

**MONTHLY INTERNET COMPUTER UTILIZATION:**

	<b>No. of Terminals-Automated Signup</b>	<b>No. of Sessions</b>	<b>Utilization</b>
<b>Barrett</b>	8	1,519	74.60%
<b>Beatley</b>	24	5,872	78.74%
<b>Burke</b>	16	2,589	71.19%
<b>Duncan</b>	9	1,433	71.17%
<b>TOTAL</b>	<b>57</b>	<b>11,413</b>	<b>75.24%</b>

\*NetLibrary Ebooks were unavailable immediately after Symphony upgrade on October 29, 2009; they are gradually being added back to the catalog.

\*\*Beginning June 1, 2010, Library reduced hours of operation at all facilities.

Director Dawson reviewed the monthly statistics, showing continued decreases due to the reduced hours. She also reviewed the trends in circulation and patron count since June 2009, showing that patron count and circulation decreased by about a day's worth; this was expected since the library's weekly hours were cut by approximately a day (14 hours). Registered borrowers and library materials were still increasing, showing that people still value the library and despite the cut to the materials budget, staff had been able to stretch the remaining book budget, utilize gift funds, and add book donations to the collection.

Director Dawson noted that at the last meeting, Deputy Director Renner had reviewed the budget supplementals which were sent to the Office of Management and Budget (OMB) for the FY12 operating budget. Since that time, the supplemental for the needs assessment had been moved to Goal 7 of the City's Strategic Plan, which included the Library. However, OMB changed the process by requiring submission of a form, which resulted in the needs assessment not meeting the requirements. Library staff instead requested that the Fines and Fees requirement be reduced by over \$160,000 from \$462,244. In addition, staff requested money to restore the security guards at the Burke Branch Library and for maintenance of the Duncan Branch self-check machine. The supplemental for the selfcheck machines for Barrett and Burke, as well as the supplemental for software to implement a management collection service, were both placed in the FY2012-FY2017 IT/Capital Improvement Projects (CIP) Budget for consideration. Director Dawson indicated that staff would create talking points for the Board and Friends to use to support these supplemental requests at council meetings. Regarding facilities, Director Dawson noted that General Services had experienced a number of staff vacancies which impacted their customer service. However, library staff

were working with GSA to prioritize issues. The Director reported that Mark Schwartz, the Library's Public Communications Officer, had applied for and received a grant from the Nippon Foundation and the Library would receive a collection of 100 books related to contemporary Japan. Mrs. Koopman thanked him for that. Director Dawson congratulated Mrs. Koopman on her reappointment. Director Dawson also had received a City Council budget memo request regarding the issue of expanding Board membership. Deputy City Manager Michelle Evans would be working with the Director due to the number of applicants for current Library Board openings. Director Dawson had contacted City Attorney Jim Banks about this issue and his opinion would be forthcoming.

Director Dawson reported that the Library had spent 15.48% of its materials budget. Expenditures for electricity and gas decreased and water increased. Some of the efficiencies, such as reduced hours contributed to the savings in power and gas. The Board inquired about the reason for the increase in the water expenditures; staff will follow up on this. State Aid was slightly overspent, due to cuts from last year, and the fact that several databases were due for renewal. The Library made \$107,381 or 23% of its fines and fees requirement of \$462,244; this was about \$85,000 short of where we should be right now. To meet the current year's requirement, the Library would keep vacancies open longer and reduce materials spending. Staff were hopeful that implementing use of a collection agency this fiscal year would help to bring in additional fees and materials, at least initially. Director Dawson said the Library would alert the public when the collection agency rolls out. Mr. Hobson moved to accept the Treasurer's report. Mrs. Schloeder seconded the motion which was approved unanimously.

Mr. Hobson reported that according to the November BB&T statements, 39 of the 56 total equities investments were showing a positive amount; i.e. the market price was above their cost. The total value is \$60,000 above their cost. Mrs. Koopman reported that she, on behalf of the library, had signed an agreement with BB&T to accept the tax lots for whatever they would be sold; this was not really an issue for the Library since it was tax-exempt. Mr. Hobson reported that the investment committee met with BB&T representatives in October 2010, at which time BB&T announced that there was going to be an additional ½% fee on mutual funds; they would still offer us a significant discount over their regular fees. Mrs. Koopman added that the only way to reject that fee increase would be to move our investment elsewhere, but the investment committee had been happy with BB&T and chose to leave the investment there.

Director Dawson announced that the auditors had just informed staff that hard copies of the audit were available. Staff were unable to obtain them for this meeting but would send electronic copies for review, followed by the hard copies via mail. Director Dawson advised that there were no findings in the audit.

Director Dawson announced that the Five Year Plan would be completed in February.

Guest Thom Downing asked the Board to consider changing the time of the meeting in order for community to contribute and support the Library Board. Several Board members responded to his request.

Mrs. Schloeder asked for an update on branch manager vacancies. Deputy Director Renner replied that the Burke Branch manager, Nelson Cuellar, had retired on November 30 and the Central Library manager, Karen Russell, had retired on December 31. Both positions had been advertised and interviews for the Central Library manager would be held in two weeks. The Library was still accepting applications for the Burke Library Branch Manager position, with a close date of December 31.

The meeting adjourned at 5:37pm.

Respectfully submitted,

Kathleen Schloeder  
Secretary