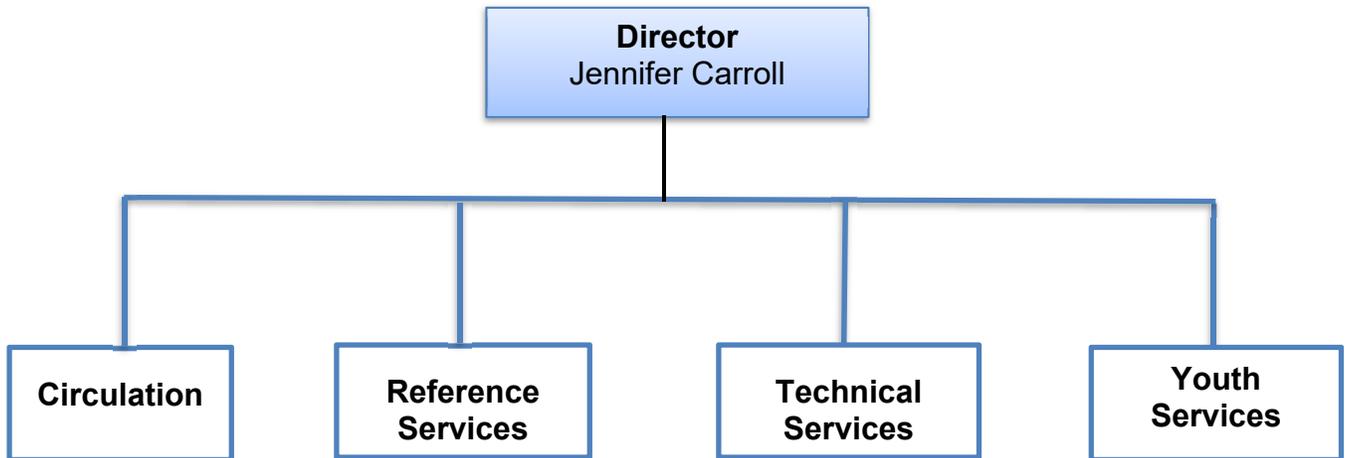


DEPARTMENT OF LIBRARY SERVICES



SUMMARY OF SERVICES PROVIDED

This department provides library services to the citizens of Falls Church and has reciprocal borrowing agreements with libraries whose jurisdictions are members of the Metropolitan Washington-Council of Governments (MW-COG). It promotes open access to library resources that enrich and help all City residents. During FY2021, the library will be in a temporary location at Thomas Jefferson ES trailers while the renovation and expansion of the existing building is completed. Due to space limitations, the collection will be reduced to approximately 30,000 physical items encompassing: books, periodicals, DVDs, audio-books, magazines, etc. E-resources available 24/7 include: streaming movies, reference databases, eBooks, eMagazines, eMusic, and eAudiobooks. Additional services may include: public internet workstations, Wi-Fi accessibility, 24/7 exterior book return, renew/reserve materials online, email notification for due dates/overdue items/reserves, a public copier, computer help as well as one on one trainings on eDevices, inter-library loan services for City of Falls Church citizens, and a wide variety of programs for children, teens, and adults throughout the year. Some services and programs will be altered during the time that the library is in temporary quarters.

TRENDS AND ISSUES

- Digital format use is increasing every year while the print collection remains extremely popular
- Demand for individual, group, and tutoring space is increasing, along with general use of the library’s internet
- Revenue from State Aid to Libraries increased in FY2019 and 2020 and may change positively in the next four years (see note on last page of narrative)

SIGNIFICANT CHANGES IN FY2021

- Library building at 120 N. Virginia Ave will be under construction for a majority of FY2021. Programming, services, and collection impacted by the relocation.
- Library services and a reduced collection located at the temporary location.
- Overdue fines for most items will be eliminated starting July 1, 2020; the Library Board will adopt policy reflecting the change in March/April 2020
- Increase in FTE by 0.8 to provide for full-time librarian position in Youth Services and full-time library assistant I in the Circulation Department

FY2021 DELIVERABLES

- Construction and completion of the renovation/expansion of the library
- Provide approximately 650-700 programs a year for all ages; lowered number due to space restrictions
- Answer approximately 50,000 reference questions per year
- Circulate over 350,000 items a year; lowered number due to reduced collection size in temporary location
- Maintain an 83% to 85% of the city population with active library cards
- Continue to provide additional eResources to supplement reduced physical collection

ADOPTED POSITIONS BY FTE –19.65 TOTAL

- | | |
|--------------------------------------|--|
| • 1.00 Library Director | • 1.00 Reference Services Supervisor |
| • 1.00 Youth Services Supervisor | • 1.00 Senior Administrative Assistant |
| • 5.00 Librarians | • 0.60 Systems Engineer |
| • 7.05 Library Assistants | • 1.00 Custodian |
| • 1.00 Circulation Supervisor | |
| • 1.00 Technical Services Supervisor | |

Temporary and on-call employees are also used as Pages and Library Assistant I substitutes.

