Mary Riley Styles Public Library Board of Trustees Meeting

Wednesday, March 18, 2020
7:00 p.m.
Library Programming Room - Temporary Library Location
601 S. Oak Street/TJ Trailers
Falls Church, VA 22046

The following links are materials for the meeting. Open the agenda to see the full list of items being discussed at the meeting.

1. Library Board Agenda

   Documents:

   20200318-AGENDA.PDF

2. Library Draft Minutes February 19, 2020

   Documents:

   20200318DRAFT MINUTESFEBRUARY19.PDF

3. CIRC-3 Circulation Of Library Materials Policy

   Documents:

   20200318-POLICYCIRC3CIRCULATIONOFLIBRARYMATERIALS.PDF

4. DRAFT CIRC-3 Circulation Of Library Materials Policy

   Documents:

   20200318-DRAFTCIRC-3CIRCULATIONOFLIBRARYMATERIALS.PDF

5. CIRC-3a Fines And Fees Shcedule Policy

   Documents:

   20200318-POLICY3AFINESANDFEESSCHEDULE.PDF

6. Collection Statistics

   Documents:

   20200318-COLLECTIONSTATISTICS.PDF

7. DRAFT CIRC-3a Fines And Fees Schedule Policy

   Documents:

   20200318-DRAFTCIRC3AFINESANDFEESSCHEDULE3.09.2020.PDF

8. Circulation Statistics

   Documents:

   20200318-CIRCULATIONSTATISTICS.PDF

9. Booksale And Memorial Statistics

   Documents:

   20200318-BOOKSALE-MEMORIALSTATISTICS.PDF

Mary Riley Styles Public Library
120 North Virginia Avenue
Falls Church, Virginia 22046

AGENDA - REVISED
LIBRARY BOARD OF TRUSTEES MEETING
Library Programming Room – Temporary Library Location @ 601 S. Oak St/TJ Trailers
Meeting on Wednesday, March 18, 2020
Time: 7:00 p.m.
Agenda Notice Posted: March 11, 2020

1. Call to order, roll call and introduction of guests

2. Receipt of petitions

    a. Closures of the library to accommodate night time FCCPS events – April 29, June 4, Sept. 17
    b. West End Small Area Plan – when can the small area plan be on the Board agenda and would the Board want planning staff to attend

3. Approval of February 19, 2020 Meeting Minutes

4. Library report and announcements

5. Library Foundation report

6. Council Liaison report

7. Arts and Humanities Council report

8. Library Project Update

9. Nomination of Oversight Committee Representatives

10. DRAFT Policy Circulation of Library Materials and Fines/Fee Schedule

11. Discussion of Broad and Washington Development Voluntary Concessions

12. Business not on the Agenda

13. Adjournment

Next meetings: Regular meeting on Wednesday, April 15 @ 7 p.m. in Library Program Room, Temporary Location TJ Trailers 601 S. Oak St.

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To request a reasonable accommodation for any type of disability, call 703-248-5032, TTY 711.

MEETING MINUTES OF THE BOARD OF TRUSTEES
MARY RILEY STYLES PUBLIC LIBRARY
Held in City Hall East Wing 2nd Floor – Oak Conference Room.
Falls Church, VA 22046
February 19, 2020

1. CALL TO ORDER AND INTRODUCTION OF GUESTS

Chairperson Stephanie Oppenheimer called the meeting to order at 7:05 p.m.

Attendance:
Stephanie Oppenheimer
Chet DeLong
Kathleen Tysse
Molly Novotny
Chrystie Swiney
Jeff Peterson
Don Camp

Others in attendance:
Director Jenny Carroll
Administrative Assistant Claudia Gutierrez

Guests:
Councilwoman Liaison Marybeth Connelly
Councilman Phil Duncan

Non-in attendance:
Planning Commission Liaison Rob Puentes
Councilman Ross Litkenhous

Councilwoman Connelly announced to the Board that she will be the City Council liaison starting tonight.

2. RECEIPT OF PETITIONS

No petitions

3. APPROVAL OF JANUARY 19, 2020 MEETING MINUTES

There was a discussion on whether to include in the first agenda item the names of library Board liaisons, who were not present at the meeting, or to only mention their names when attending the Board meeting. The Board decided to change the format in the next Board meeting minutes, but for now, they approved the January 19 minutes as presented.

Upon a motion duly made and seconded, the Library Board unanimously approved the January 19, 2020 Meeting Minutes with minor changes.

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4. LIBRARY REPORT AND ANNOUNCEMENTS

- Council approved the Library project. The library started moving in earnest. Local History materials were moved to a conditioned storage space in Richmond, including IT equipment. The Technical Services and Administration Departments moved to Gage House. The library collection prepared to be moved to the temporary location and to storage.

- The Director expressed her appreciation to all the support given by the Superintendent of Public Works Robert Goff and his crew. They completed tasks to ensure the trailers will be operational including moving furniture to the temporary location. Tentatively, the opening for the temporary location is March 9. It has been posted on social media, brochures, flyers, schools announcements, and banners both at the trailers and at the current library at 120 N Virginia Ave. The Falls Church News Press had an article with information about it as well. The Director is very pleased with the moving company, Kloke and the supervisor, Pat King who is working on the logistics.. Kloke has commented that they are impressed with the organization of the library staff.

5. LIBRARY FOUNDATION REPORT

On February 12, the Library Foundation development committee organized a successful open house at the library with activities such as mini golf, raffles, and prizes. The Foundation Board will be meeting on February 25 to discuss the next steps in supporting the library. The Director remarked that both the library Board and library staff are exceptional; she thanked the Board for their dedication to the library and their support in making this renovation happen.

6. COUNCIL LIAISON REPORT

Ms. Connelly informed the Board that on Monday February 24 Council will approve an oversight committee for the library project. It will include two Council members, two Library members, a Planning Commission member, the Library Director, City Manager Wyatt Shields, and a Community member. Council will interview citizens that are interested in being part of this oversight committee. This committee will meet monthly to review the progress of the library project, the timing, budget, etc. The library Board will be asked to appoint two members to be part of the committee as well. Councilman Dan Sze will be a part of the committee and Council will decide who the second representative will be.

The Director added that Library Project Manager Lionel Millard will present a monthly report to the Board about the library project. Ms. Connelly suggested that the Director contact the Principal of Thomas Jefferson Elementary, Paul Swanson, to give him updates to inform parents about the logistics of the library moving process. The library will be opening at 9:30am after the school buses are gone. The library will open Wednesday at 1pm before early release. Story time will happen in the mornings except for Tuesdays, which will occur in the afternoon. Staff will evaluate the schedule moving forward.

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7. ARTS AND HUMANITIES COUNCIL REPORT (CATCH)

Since Ms. Oppenheimer's term attending this meeting is coming to a close, she asked if another Board member could replace her on it and attend these meetings as a representative when necessary. Ms. Chrystie Swiney volunteered to attend. Ms. Oppenheimer will forward her name to Corey Janicelli, Arts and Humanities Council liaison.

8. DISCUSSION OF ELIMINATING FINES FOR OVERDUE ITEMS

The Director informed the Board that eliminating overdue fines had become a hot topic locally in Virginia and nationwide. The Director provided the document *Removing Barriers to Access* in the Board packet. This document is specific for children's materials, but it can be applied to all overdue fines. The research found that fines are a barrier to those who need access to the library the most. In addition, fines are not an incentive to return books, in fact libraries with no fines saw an increase in circulation. Dealing with fines can become a negative interaction between patrons and staff. In addition, the administrative and staff time spent collecting fines often costs more than is collected. Nationwide several large systems have eliminated overdue fines such as Chicago and San Francisco; and in Virginia, several systems have elected to eliminate all overdue fines or pilot eliminating fines on children's materials.

The Director informed the Board that the money collected for fines is allocated in the City's general fund. The total fines collected in Fiscal Year 2010 were $63,000. By FY2018 they were at $34,000, and in FY2019 they were down to $29,000. So far, in FY2020, $13,000 has been collected and the Director doesn't expect that the total will reach $20,000 by the end of the fiscal year. Some of the reasons for the drop in fines could be the migration to Apollo, which is the new ILS (Integrated Library System). This added Gabbie, a new 2-way texting feature, that allows patrons and staff to communicate and for patrons to renew their books. Another reason could be auto-renewal which was implemented last year. Also, all fines were set to $0.30 per item in 2018. The Director talked to Finance Director Kiran Bawa and City Manager Wyatt Shields about eliminating fines for the library and they approved it. If this policy gets approved by the Board, Mr. Shields will include it in his FY2021 budget presentation to Council.

The Director requested a motion from the Board to support the changes in the policy; she will bring it back to the Board for its first and second reading. She recommended eliminating overdue fines for all items except ILL materials. Patrons are billed for lost materials not returned 60 days after their due date.

Upon a motion duly made and seconded, the Library Board unanimously moved to accept the Director's recommendation to proceed with developing appropriate changes to the library's fine policy and have it ready for first and second reading in March and April. The policy would go into effect in FY 2021 on July 1, 2020.

Mr. Peterson requested an annual report on the change in the fine policy, either to improve it or make any changes. She should provide the report to the Board by early FY2022. Mr. Peterson also asked if other libraries who have eliminated overdue fines present an option to patrons to donate money to the library when returning books late. He suggested having that practice at the library. The Director will look into it.

Board Member Molly Novotny left the meeting at 7:50 pm.

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9. CBC STUDENT LIAISON DISCUSSION

Ms. Oppenheimer informed the Board that she had a conversation with Nancy Brandon, Sally Ekfelt, and Hal Lippman from CBC (Citizens for a Better City). She informed them that the Library Board is interested in adding some structure to the student liaison experience to help the students learn more when they participate at the Library Board meeting instead of only being a resume builder. CBC were pleased that the Library Board is interested; they mentioned that some Boards give the students projects and ideas to work with. Ms. Oppenheimer asked the Board to think about what projects these students might do related to library subjects.

Spring is the time when the students apply to CBC. They start participating with Boards and Commissions in the fall. The Director suggested that one Board member partner with each student to help them get motivated and feel encouraged. The Board discussed having two students, so they can feel more comfortable and can work together on the projects. CBC extended an invitation to any Board member who wants to be included in the interviewing process to select student liaisons.

10. BUSINESS NOT ON AGENDA

The Contract with Centennial has been executed and construction will start on March 16. The Director will coordinate with Project Manager Millard and Centennial on when the groundbreaking will take place. Once the construction starts, there will be periods during the day when a lane from Virginia Avenue will be affected. There will be cranes when Centennial brings the steel in and when the RTU units are placed on the roof.

Ms. Connelly suggested painting a crosswalk across Virginia Ave near the north side exit of the Liberty Barbecue parking lot to accommodate the potential lack of sidewalk on the library's side while the building is under construction, or putting up a sign directing pedestrians to another crosswalk for safety purposes. The Director will mention that to Mr. Millard.

City's Green Space Manager, Jeremy Edwards, removed some of the plants from the library and they are being distributed around the City. The Director of Communication, Susan Finarelli, will put a note about it on the City's website. The memorials that were outside the library were taken to the property yard to be stored until the construction is over.

Mr. Camp asked how the e-Resources are performing, including Kanopy. The Director mentioned that she allotted $8,000 in the library budget for Kanopy and so far, 70 % has been spent out. She will have a meeting with a Kanopy representative to evaluate their resources; deciding if they will drop the service or if they will add some limitations to it. Alexandria library dropped their Kanopy service due to the expense. The Director is monitoring all of the e-Resources and will decide which ones should be kept.

Mr. Chet DeLong started volunteering for the library in April 1994 and began serving and expired term for the library Board in October of 1994. This will be his 26th year working with the library.

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11. ADJOURNMENT

There being no further business, upon a motion duly made and seconded, the Board of Trustees voted unanimously to adjourn the meeting at 8:17 p.m.

Respectfully submitted,

_____
Jenny Carroll
Library Director

Approved:

_____
Stephanie Oppenheimer, Chairperson

Copies: Board of Trustees, City Manager, Library Reference Desk, Staff Bulletin Board, City Clerk, Library Web Page

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Mary Riley Styles Public Library

LIBRARY POLICY MANUAL

CIR-3: Circulation of Library Materials

Date Issued: 7/21/04
Revised: 10/16/13

Attachments:
Fines and Fees Table

I. Policy

It is the policy of the library to check out and check in library materials as quickly as possible while ensuring accurate transaction records and inventory control of library materials.

A. Non-Circulating Materials

The following library materials do not circulate outside of the library:

1. Newspapers;
2. The most recent issue of magazines;
3. Reference books (except under special circumstances—See also the Loan of Reference Materials Policy)
4. Local History materials

B. Loan Periods

Loan periods for individual items are determined as follows:

1. **Three (3) weeks** for books, back issues of magazines, books on audiodisc, compact discs (music)
2. **One (1) week** for DVDs
3. **Eight (8) weeks** for book club kits
4. Ebooks and eAudios may be checked out for a maximum of 21 days, and the patron has a choice of limiting the loan period to 14 or 7 days. Some downloadable content may have special circulation periods or may have no expiration period.
5. Seniors (patrons over 62 years of age) receive an extra week for all types of materials except for DVDs.
6. Some items, such as the annual Consumer Checkbook Guide to Federal Health Plans, are given a special circulation period.
7. The loan period for an interlibrary loan is set by the lending institution.

B. Limitations on Circulation

The maximum numbers of items of a particular type allowed on a single account at one time are:

1. DVDs—five (5) (in any combination)
2. Compact discs (music)—ten (10)
3. Books on audiodisc—ten (10)
4. Back issues of magazines—ten (10)
5. Ebooks and eAudios—seven (7) (in any combination)
6. Books—fifty (50)
7. Book Kits—three (3)

D. Delinquent and Blocked Patron Records

Patrons are considered "delinquent," and borrowing privileges are suspended, under the following conditions:

1. They have accrued over $5 in overdue fines or other charges;
2. An item borrowed by the patron is 8 weeks or more overdue.

A record may also have a "manual block" placed on it by Circulation staff pending the resolution of a specific problem. For example, the Circulation staff puts a block on a record if the patron reports that their card is lost. In these cases, a note is placed in the patron record specifying the reason for the stop, and what needs to be done to remove the stop.

Resolution of the fine/fee situation so that there is less than $5 owed on the record, or return of items more than 8 weeks overdue and resolution of any resulting fine/fee situation, immediately removes the delinquent status. Blocks are removed when the stated problem is rectified.

Circulation staff override the delinquent or stopped status for the following reasons: pending a shelf-check for a disputed item; for patrons paying down a large fine through a payment plan; or pending resolution of a disputed fine amount.

Circulation staff extend loan periods, by request, for patrons who are out of town for extended periods and who would not be able to renew.

E. Renewals

Circulating items may be renewed two (2) times, for a period of time equal to the original loan period, as long as that item is not reserved by another patron. Renewals are also subject to restrictions due to patron delinquency, blocked

records, etc. In addition, some items, such as eBooks and eAaudios, may be non-renewable by policy or by definition.

Patrons may renew in person at the Circulation desk with or without the items, by phone, or online. Renewal loan periods are calculated from the date of the renewal.

F. Special Circulation Policies

Non-circulating reference items may be allowed to circulate under certain conditions, according to the Loan of Reference Materials Policy. Other items may be assigned special loan periods as needed.

G. Return of Materials

Items may be returned to the Circulation desk during operating hours, or to the outdoor bookdrops at any time. Items may be returned by mail, although the returned date is the date that the item is received and checked in, and the patron is responsible for any items lost or damaged in transit.

Items returned to the book drop prior to opening on a given day are considered to have been returned the previous working day. Overdue fine amounts are figured accordingly.

The patron is responsible for any fines accrued due to late return of an item, any charges related to damage determined to have been done to the item while checked out to the patron, and any replacement costs and processing fees associated with items that are not returned to the library.

H. Fines and Fees

It is the policy of the library to assess charges in accordance with the attached Fines and Fees table.

The Library Director may change fines and fees without notice in accordance with fines and fees rates approved by the Library Board of Trustees. The fine and fee rates are reviewed annually, or more frequently as the need arises. Fines and fees rates are posted in the library and are available on the library website.

Borrowing privileges are suspended when a record has accrued $5.00 in fines or fees. The Circulation Supervisor or the Library Director may waive or reduce fines and/or fees. A patron may appeal a decision regarding reduction of fines or fees either in person or in writing to the Library Board of Trustees if not satisfied with the decision.

Payment options for resolving fines or fees include payment by cash, check, credit card, or debit card. Credit card payments are accepted by phone. Payment plans which allow a patron to continue to use the library despite fines and fees in excess of $5.00 may be arranged with the Circulation Supervisor or the Library Director in cases where payment of fines may constitute a hardship for the patron.

Fine amnesty events may also be scheduled by the Library Director and the Library Board of Trustees. For example, fines are regularly waived for patrons making a charitable food donation during a "Foods for Fines" drive.

Library staff and members of the Library Board of Trustees are not assessed fines or fees. Volunteers with a minimum of six months of continuous service are not assessed fines or fees. Exiting staff members or volunteers are charged fines or fees for items unreturned at the time of their departure.

In addition to other maximum fine or fee limits, there is a $25 maximum fine for overdue items returned and paid for at one time. If overdue charges for all items returned at one time exceed the $25 maximum, those excess charges are waived.

Fees for lost or damaged items include a processing fee (see Fines and Fees Table, attached). This fee is reflected in the listed replacement cost of the item in the library database. **The library does not accept replacement-in-kind for lost or damaged items.** A patron may receive a partial refund, minus the processing fee, for lost items which are then found and returned to the library. Refunds are not given more than six months after the date of original payment, and are not given without documentation of the original payment.

Accounts with severely overdue items or with excessive fines are subject to legal action by the Library.

For additional relevant policies and procedures, see also: Cash Handling and Cash Register Policy; Lost and Damaged Materials Policy; and Returned Check Policy.

I. Holds

Patrons may place holds on items so that those items are trapped and held for them at the Circulation desk. If multiple patrons place holds on the same item, the first patron to place a hold has first priority. A patron can only place 10 holds at a time for in-house materials. Items that have been trapped and are being held for the patron count toward the limit of 10. Holds on eBooks and eAudios do not count toward the limit of 10, but a patron may only place 5 holds on eBooks and eAudios at a time.

Patrons may place holds on “available” items. These items are retrieved by library staff and trapped for the patron as time permits. Before the items are trapped the item will circulate on a first-come, first-served basis.

Items that have one or more holds placed on them are trapped during check-in for the next patron on the hold list. Items are held for a patron for seven days, after which, if they are not checked out by the patron, they are trapped for the next person on the hold list or, if there is no hold on the item, returned to the shelf. EBooks and eAudios, however, are available for only 48 hours from the date that the patron is notified of their availability.

Patrons may cancel a hold by request, either by Circulation staff or through his or her online account.

Mary Riley Styles Public Library

LIBRARY POLICY MANUAL

CIR-3: Circulation of Library Materials

Date Issued: 7/21/04
Revised: 10/16/2013
7/1/2020

Attachments:
Fines and Fees Table

I. Policy

It is the policy of the library to check out and check in library materials as quickly as possible while ensuring accurate transaction records and inventory control of library materials.

A. Non-Circulating Materials

The following library materials do not circulate outside of the library:

1. Newspapers;
2. Most recent issue of magazines;
3. Reference books (except under special circumstances—See also the Loan of Reference Materials Policy);
4. Local History materials.

B. Loan Periods

Loan periods for individual items are determined as follows:

1. **Three (3) weeks** for books, back issues of magazines, and books on audiodisc
2. **One (1) week** for DVDs
3. **Eight (8) weeks** for book club kits
4. Ebooks and eAudios may be checked out for a **maximum of 21 days**, and the patron has a choice of limiting the loan period to 14 or 7 days. Some downloadable content may have special circulation periods or may have no expiration period.
5. Seniors (patrons over 62 years of age) receive an extra week for all types of physical materials except for DVDs.
6. Some items, such as the annual Consumer Checkbook Guide to Federal Health Plans and 3-D materials, are given a special circulation period.

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7. The loan period for an interlibrary loan is set by the lending institution.

C. Limitations on Circulation

The maximum numbers of items of a particular type allowed on a single account at one time are:

1. DVDs—ten (10) (in any combination)
2. Books on audiodisc—ten (10)
3. Back issues of magazines—ten (10)
4. Ebooks and eAudios—Ten (10) (in any combination)
5. Books—fifty (50)
6. Book Kits—three (3)

D. Blocked Patron Records

Patrons' borrowing privileges and access to select online resources are suspended when they have accrued over $10 in charges.

A record may also have a "manual block" placed on it by Circulation staff pending the resolution of a specific problem. For example, the Circulation staff puts a block on a record if the patron reports that their card is lost. In these cases, a note is placed in the patron record specifying the reason for the stop, and what needs to be done to remove the stop.

Resolution of charges so that there is less than $10 owed on the record immediately removes the blocked status. Blocks are removed when the stated problem is rectified.

Circulation staff may override the blocked status for the following reasons: pending a shelf-check for a disputed item; for patrons paying down a large fine through a payment plan; or pending resolution of a disputed fine or charge amount. Desk staff has the authority to permit patrons to continue to use library resources despite a blocked account if they deem it appropriate in the situation.

Circulation staff extend loan periods, by request, for patrons who are out of town for extended periods and who would not be able to renew.

E. Renewals

Circulating items may be renewed two (2) times, for a period of time equal to the original loan period, as long as that item is not reserved by another patron. Renewals are also subject to restrictions due to patron delinquency, blocked

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records, etc. In addition, some items, such as eBooks and eA~~a~~udios, may be non-renewable by policy or by definition.

The library automatically renews all eligible materials the day they are due. Items that are not eligible to be renewed include materials that have already been renewed twice, materials on reserve for another patron, materials on a blocked account with charges over $10, and e-Materials. Renewal notifications will be sent to patrons via their preferred notification method providing them with information about the renewed items, as well as information about items that were unable to be renewed.

Patrons may renew in person at the Circulation desk with or without the items, by phone, via text, at the self-check machine, or online. Renewal loan periods are calculated from the date of the renewal.

F. Special Circulation Policies

Non-circulating reference items may be allowed to circulate under certain conditions, according to the Loan of Reference Materials Policy. Other items may be assigned special loan periods as needed.

G. Return of Materials

Items may be returned to the Circulation desk during operating hours, or to the outdoor bookdrops at any time. Items may be returned by mail, although the returned date is the date that the item is received and checked in, and the patron is responsible for any items lost or damaged in transit. Items returned to the book drop prior to opening on a given day are considered to have been returned the previous working day.

The patron is responsible for any charges related to damage determined to have been done to the item while checked out to the patron, and any replacement costs and processing fees associated with items that are not returned to the library.

H. Fines and Fees

It is the policy of the library to assess charges in accordance with the attached Fines and Fees table. As of July 1, 2020 the library is no longer assessing overdue fines except on ILL items. Lost/Damaged items are charged their replacement fees. Items are considered long overdue when they are 28 days overdue, at which point they will be billed to the patrons account. Billed items returned to the library will result in removal of the charges. [See below for additional information on billing.]

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The Library Director may change fines and fees without notice in accordance with fines and fees rates approved by the Library Board of Trustees. The fine and fee rates are reviewed annually, or more frequently as the need arises. Fines and fees rates are posted in the library and are available on the library website.

Borrowing privileges are suspended when a record has accrued over $10.00 in charges. The Circulation Supervisor, the Library Director, or library desk staff may waive or reduce charges. A patron may appeal a decision regarding reduction of charges either in person or in writing to the Library Board of Trustees if not satisfied with the decision.

Payment options for resolving charges include payment by cash, check, credit card, or debit card. Credit card payments are accepted by phone, in person, and online. Payment plans which allow a patron to continue to use the library despite charges in excess of $10.00 may be arranged with the Circulation Supervisor or the Library Director in cases where payment of charges may constitute a hardship for the patron.

Library staff and members of the Library Board of Trustees are responsible for lost/damaged or long overdue items. Exiting staff members or volunteers are charged for lost/damaged or for items unreturned at the time of their departure.

Fees for lost/damaged or long overdue items include a processing fee (see Fines and Fees Table, attached). This fee is reflected in the listed replacement cost of the item in the library database. **The library does not accept replacement-in-kind for lost or damaged items.** A patron may receive a partial refund, minus the processing fee, for lost items which are then found and returned to the library. Refunds are not given more than six months after the date of original payment, and are not given without documentation of the original payment.

Accounts with severely overdue items or with excessive charges are subject to legal action by the Library.

For additional relevant policies and procedures, see also: Cash Handling and Cash Register Policy; Lost and Damaged Materials Policy; and Returned Check Policy.

I. Reserves

Patrons may place reserves on items so that those items are trapped and held for them at the Circulation desk. If multiple patrons place reserves on the same item, the first patron to place a reserve has first priority. A patron can only place 20 reserves at a time for in-house materials. Items that have been

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trapped and are being held for the patron count toward the limit of 20. Reserves on eBooks and eAudios do not count toward the limit of 10, but a patron may only place 10 reserves on eBooks and eAudios at a time.

Patrons may place reserves on "available" items. These items are retrieved by library staff and trapped for the patron as time permits. Before the items are trapped the item will circulate on a first-come, first-served basis.

Items that have one or more reserves placed on them are trapped during check-in for the next patron on the reserve list. Items are held for a patron for seven days, after which, if they are not checked out by the patron, they are trapped for the next person on the reserve list or, if there is no reserve on the item, returned to the shelf. EBooks and eAudios, however, are available for only 72 hours from the date that the patron is notified of their availability.

Patrons may cancel a reserve by request, either by Circulation staff or through his or her online account.

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Mary Riley Styles Public Library

Fines and Fees (Rev August 1, 2018)

(subject to change without notice)

			overdue fine/day	max overdue fine*	Replacement charge for lost items (incl processing fee)	other charges
Fines and fees	Books	Hardcover	30¢	$8.00	$1.00	$8.00
		Paper & Board Books	30¢	$5.00	actual cost + $2.00	
		Juv. Book+CD Sets	30¢	$8.00	actual cost + $5.00	
		Magazines	30¢	$1.00	actual cost + $2.00	
		Book-Club-to-Go Sets	$1.00	$8.00	for each lost book = list price for current pbk ed.; entire kit = $15 + chg for bks	
		Reference Books	$10.00	$50.00	actual cost + $5.00	
		ILL Items	$1.00	$25.00	actual cost + $5.00	lending lib's chgs may apply
		Downloadable ebooks	N/A	N/A	N/A	
		Books on Audiodisc	30¢	$8.00	actual cost + $5.00	
		Music CDs or CD-ROMs	30¢	$8.00	actual cost + $5.00	
		DVDs	30¢	$8.00	actual cost + $5.00	
		3-D Materials (Thermal Camera's, Nature Backpacks, etc.)	$1.00	$8.00	actual cost + $5.00	

NOTE: There is a maximum total fine of $25 for overdue items returned and paid for at one time.
****Fines do not exceed the cost of the item.***

Services	Duplicating	Printing	15¢/page
		Photocopying	15¢/page
		Printing to Photopaper	$2.00/page
		Scanning/Processing Fee for Digital Images	$10.00/item (@ 300dpi); $25.00/item for hi-res (over 300dpi) scanning
		Shipping/Handling	$5.00
		Professional Prints	vendor's fee (usually determined by size)
	Other	Interlibrary Loan**	$4.00 postage/item + lending lib's charges, if applicable

***** Available only to Falls Church City residents***

Other Charges	Subscriber Library Card (annual fee)***	$75.00/year
	Replacement Library Card	$1.00
	Destruction/Removal of Smart Tag	$1.00
	Damaged Book Cover	$1.00
	Damaged Book Repaired in-house	$5.00
	Lost Disc(s) from Multi-CD Set (non TC)	$8.00/disc
	Lost Disc(s) from Teaching Co. Set	$20.00/disc
	Lost Video, DVD, or CD-ROM Case	$1.00
	Lost Juv Books-to-Go Bag (canvas)	$9.00
	Lost Juv Book+Audio Set Bag (plastic)	25¢
	Lost Book-Club-Kit Binder	$5.00
	Lost Book-Club-Kit Box	$10.00
	MRS Printed Book Bags (canvas)	$9.00 + tax
	Ear Buds	$1.00 + tax
	Thumb Drives	$8.00 + tax
	Penalty Fee for Returned Check	$50.00

******Available only to Virginia residents***

Collection Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Adult Count												
Fiction												
NEW*	1,173	1,195	893	905	858	952	988	937				
Fiction	10,698	10811	10,878	10,960	11026	11132	11065	11086				
Mystery	4,060	4054	4,071	4090	4119	4167	4186	4,198				
Paperback	2	2	2	0	0	0	0	0				
SF/Fantasy	1,576	1582	1,591	1600	1616	1652	1672	1,680				
Romance	323	342	346	348	361	370	240	237				
Graphic Novels	1,302	932	932	934	944	953	611	611				
Total Fiction	**17,961**	**17,723**	**17,820**	**17,932**	**18,066**	**18,274**	**17,774**	**17,812**	**0**	**0**	**0**	**0**
Non Fiction												
NEW*	1,612	1,610	1,371	**1,435**	**1,174**	**1,155**	**1,137**	**1,055**				
Microforms/CDROM	3	3	3	3	3	3	3	3				
Ref/Off.Ref/Pro	1,814	1,626	750	683	684	684	659	559				
000-099	764	766	744	748	750	753	731	737				
100-199	1,840	1,852	1,866	1,810	1,829	1,829	1,841	1,834				
200-299	1,619	1,593	1,599	1,606	1,614	1,615	1,617	1,540				
300-399	4,227	4,191	4,158	4,120	4,096	4,096	4,109	4,116				
400-499	549	554	552	432	435	439	438	439				
500-599	1,292	1,300	1,314	1,322	1,148	1,150	1,154	1,160				
600-699	5,190	5,139	5,157	4,707	4,435	4,468	4,514	4,540				
700-799	4,335	4,330	4,354	4,380	4,232	4,045	3,790	3,816				
800-899	2,379	2,044	2,056	1,841	1,757	1,765	1,753	1,765				
900-999	4,564	4,497	4,484	4,351	4,385	4,395	4,409	4,411				
Folios	416	416	414	399	399	400	400	174				
Bio	2,151	2,145	2,147	2,157	2,166	2,172	2,172	2,173				
Travel	1,568	1,506	1,163	1,154	1,117	1,116	1,010	1,000				
VaC	3,114	3,114	3,113	3,069	3,073	3,096	3,175	3,179				
3 Day Loan (Fed Chkbk)	2	2	2	2	2	2	2	0				
Total Non Fiction	**35,827**	**35,078**	**33,876**	**32,784**	**32,125**	**32,028**	**31,777**	**31,446**	**0**	**0**	**0**	**0**
Kits (Book Club)	136	128	124	124	124	114	29	27				
Large Print (Fic/NF)	1,512	1228	1,233	1,240	1,246	1,254	1,216	1,216				
Total Adult Collection	**55,436**	**54,157**	**53,053**	**52,080**	**51,561**	**51,670**	**50,796**	**50,501**	**0**	**0**	**0**	**0**

Collection Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Juvenile Count												
Fiction												
J Fiction	3,592	3558	3,368	3357	3392	3,353	2,974	2,970				
Books to go	232	232	232	232	238	238	237	236				
Books to go bags	50	50	50	50	50	50	50	50				
J Graphic Novels	881	902	916	950	968	951	967	963				
Beginning Readers	1,187	1191	1,161	1167	1170	1,143	1,186	1,187				
YA Fiction	1,529	1,583	1,608	1325	1,340	1,344	1,156	1,154				
Storage	4	0	0	0	0	0	0	0				
JE	6,924	6,716	6,444	6,358	6,269	6,132	6,136	6,141				
JE-easy	1,333	1,342	1,272	1,274	1,285	1,284	1,306	1,311				
Board books	793	788	805	807	819	764	677	660				
Series paperbacks	1	0	0	0	0	0	0	0				
Holiday	0	0	0	0	0	0	0	0				
Language	439	439	439	439	400	393	329	329				
Total J/YA Fiction	**16,965**	**16,801**	**16,295**	**15,959**	**15,931**	**15,652**	**15,018**	**15,001**	**0**	**0**	**0**	**0**
Non Fiction												
Ref/Pro/Off	335	335	334	334	334	333	278	265				
Parents	515	516	518	520	525	526	448	447				
Teachers	123	124	124	124	124	123	96	96				
J000-099	74	69	71	71	64	66	65	65				
J100-199	49	45	47	47	41	46	46	46				
J200-299	233	190	193	193	162	163	165	165				
J300-399	987	848	799	799	802	811	699	697				
J400-499	90	91	90	90	90	90	90	90				
J500-599	1,555	1,495	1,478	1,481	1,456	1,371	1,215	1,213				
J600-699	712	708	710	710	713	713	604	603				
J700-799	877	872	872	872	874	875	774	772				
J800-899	365	252	253	253	255	255	208	209				
J900-999	1,232	1,224	1,227	1,227	1,228	1,228	1,227	1,132				
J Bio	832	827	829	828	829	827	827	813				
YA Non Fiction	303	303	303	245	259	259	267	267				
Total J/YA Non Fiction	8,282	7,899	7,848	7,794	7,756	7,686	7,009	6,880	0	0	0	0

Collection Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Juv Kits	2	1	1	1	1	1	1	1				
Total J/YA Collection	**25,249**	**24,701**	**24,144**	**23,754**	**23,688**	**23,339**	**22,028**	**21,882**	**0**	**0**	**0**	**0**
Periodicals (Adult and J)	**2,026**	**2,172**	**1,919**	**2,035**	**2,209**	**1,882**	**1,994**	**406**				
Audio Visual Count												
Audio JY sets	**199**	**199**	**198**	**196**	**150**	**100**	**99**	**99**				
Compact Discs Adult	3,815	3,812	1	0	0	0	0	0				
Compact Discs Juv	727	727	0	0	0	0	0	0				
Total Compact Discs	**4,542**	**4,539**	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Audio Discs Adult	2,061	1,898	1,794	1,817	1,827	1,842	1,705	1,764				
Audio Discs Teaching Company	963	963	963	963	962	962	961	961				
Audio Discs YA	107	107	107	107	54	41	43	0				
Audio Disc Juv	681	680	621	596	532	534	434	435				
Total Audio Discs	**3,812**	**3,648**	**3,485**	**3,483**	**3,375**	**3,379**	**3,143**	**3,160**	**0**	**0**	**0**	**0**
DVD Adult	4,949	4,132	4,147	4,180	4,205	4,258	4,304	4,238				
DVD Teaching Company	373	371	371	371	382	382	407	409				
DVD Juv	2,045	1,941	1,891	1,894	1,803	1,758	1,758	1,758				
Total DVD	**7,367**	**6,444**	**6,409**	**6,445**	**6,390**	**6,398**	**6,469**	**6,405**	**0**	**0**	**0**	**0**
Total AV	**15,920**	**14,830**	**10,093**	**10,124**	**9,915**	**9,877**	**9,711**	**9,664**	**0**	**0**	**0**	**0**
1 wk obj (Backpacks, umbrellas)	8	8	8	8	8	8	8	8				
3 wk obj (gardening kits)	3	3	3	3	3	3	3	3				
Thermal Cameras	4	4	4	4	4	4	4	4				
STEM Resource Hub	0	0	0	0	0	0	0	0				
Unassigned	2	1	1	0	0	0	0	1				
TOTAL PHYSICAL COLLECTION	**98,641**	**95,869**	**89,218**	**88,001**	**87,381**	**86,776**	**84,537**	**82,462**	**0**	**0**	**0**	**0**
Electronic Records Count												
Overdrive ebooks	13,206	13,285	13,414	13,390	13,518	13,578	13,670	13,733				
Overdrive eaudios	4,073	4,121	4,169	4,219	4,296	4,386	4,425	4,455				
RBDigital	3,707	32,981	33,493	34,605	34,605	35,313	35,849	36,841				
Kanopy	17,279	17,583	17,650	22,901	17,550	23,141	23,448	23,448				
Total Electronic Records	38,265	67,970	68,726	75,115	69,969	76,418	77,392	78,477	0	0	0	0
Total MRSPL Collection	**136,906**	**163,839**	**157,944**	**163,116**	**157,350**	**163,194**	**161,929**	**160,939**	**0**	**0**	**0**	**0**

DRAFT

Mary Riley Styles Public Library

Fines and Fees (Rev July, 1st 2020)

(subject to change without notice)

DRAFT

MATERIALS

Type of Material	Replacement/Long overdue charge for items (includes processing fee)
Hardback	actual cost + $5.00
Paper & Board Books	actual cost + $2.00
Juv. Book+CD Sets	actual cost + $5.00
Magazines	actual cost + $2.00
Book-Club-to-Go Sets	for each lost book = list price for current pbk ed.; entire kit = $15 + chg for bks
Reference Books	actual cost + $5.00
Downloadable ebooks	N/A
Books on Audiodisc	actual cost + $5.00
Music CDs or CD-ROMs	actual cost + $5.00
DVDs	actual cost + $5.00
3-D Materials (Thermal Camera's, Nature Back-packs, etc.)	actual cost + $5.00

NOTE: No overdue fines are assessed for the items listed above. Items are considered lost after 28 days overdue and are billed to the patron account.

Inter-Library Loans

Available only to Falls Church City residents

Overdue fine/ day	$1.00
Max Overdue fine	$25.00
Replacement Charge (incl. processing fee	actual cost + $5.00
Other Charges	lending library's charges may apply

Printing, Copying and Scanning

Printing	15¢/page (B&W) 50¢/page (Color)
Photocopying	15¢/page
Printing to Photopaper	$2.00/page
Scanning/ Processing Fee for Digital Images	$10.00/item (@3000dpi); $25.00/item for hi-res (over 300dpi) scanning
Shipping/ Handling	$5.00
Professional Prints	Vendor's fee (usually determined by size)

Other Charges

Subscriber Library Card (annual fee)***	$75.00/year
Replacement Library Card	$1.00
Damaged Book Cover	$1.00
Lost Disc(s) from Multi-CD Set (non TC)	$8.00/disc
Lost Disc(s) from Teaching Co. Set	$20.00/disc
Lost Video, DVD, or CD-ROM Case	$1.00
Lost Juv Books-to-Go Bag (canvas)	$9.00
Lost Juv Book+Audio Set Bag (plastic)	25¢
Lost Book-Club-Kit Binder	$5.00
Lost Book-Club-Kit Box	$10.00
Penalty Fee for Returned Check	$50.00

***Available only to Virginia Residents

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY Totals
ADULT COLLECTION													
Non Fiction													
NEW	1,456	1,462	1,275	1,261	1,298	1,049	1,065	458					9,324
Ref/Pro/Off Ref	8	5	1	5	0	1	1	1					22
000-099	89	90	72	77	71	74	82	42					597
100-199	196	172	124	134	170	147	154	86					1,183
200-299	108	79	101	133	90	95	102	48					756
300-399	491	430	402	434	388	368	457	223					3,193
400-499	47	51	37	39	47	31	43	15					310
500-599	124	102	128	125	128	122	98	62					889
600-699	589	567	539	455	502	511	638	314					4,115
700-799	452	360	319	285	344	295	324	189					2,568
800-899	149	120	128	146	152	135	164	68					1,062
900-999	390	325	323	290	346	394	339	161					2,568
Travel	778	800	609	462	446	383	533	194					4,205
Biography	185	183	141	146	141	138	191	63					1,188
Folio	15	17	11	12	6	10	14	12					97
3 day loan	0	0	0	0	0	0	0	0					0
Total Adult Non Fiction	**5,077**	**4,763**	**4,210**	**4,004**	**4,129**	**3,753**	**4,205**	**1,936**	**0**	**0**	**0**	**0**	**32,077**
Fiction													
NEW	1,239	1,199	1,059	1,026	990	964	1,030	414					7,921
Fiction	2707	2,599	2,225	2,153	1,885	2,010	2,031	959					16,569
Mystery	806	731	592	615	611	651	668	384					5,058
SF/Fantasy	438	405	359	307	342	341	346	161					2,699
Romance	94	109	71	67	95	109	82	72					0
Graphic Novel (Adult/YA)	412	438	329	250	199	226	200	129					2,183
Total Adult Fiction	**5,696**	**5,481**	**4,635**	**4,418**	**4,122**	**4,301**	**4,357**	**2,119**	**0**	**0**	**0**	**0**	**35,129**
Other													
Book Club Kits	8	9	11	8	2	6	10	0					54
Large Print (Fic & NF)	269	240	211	201	153	139	195	82					1,490
Paperbacks	0	0	0	0	0	0	0	0					0
Periodicals (adult, J, YA)	293	266	252	249	262	270	233	90					1,915
Machine Readable Data (remove line)	0	0	0	0	0	0	0	0					0
Unassigned	1	0	0	0	0	0	0	0					1
Total Other	571	515	474	458	417	415	438	172	0	0	0	0	3,460
Total Adult Circulation	**11,344**	**10,759**	**9,319**	**8,880**	**8,668**	**8,469**	**9,000**	**4,227**	**0**	**0**	**0**	**0**	**70,666**
JUVENILE COLLECTION													
Non-Fiction	2409	2,176	1,709	1,780	1,537	1,093	1,434	641					12,779
JOff/Ref/Pro	1	3	1	1	7	3	2	3					21

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY Totals
Parents	65	112	112	74	74	63	77	27					604
Teachers	8	22	10	9	5	4	5	7					70
Jbiography	457	420	308	400	303	184	208	191					2,471
Total JUV Non-Fiction	**2,940**	**2,733**	**2,140**	**2,264**	**1,926**	**1,347**	**1,726**	**869**	**0**	**0**	**0**	**0**	**15,945**
Fiction	2647	2,785	2,083	1,704	1,502	1,251	1,158	651					13,781
J Graphic Novels	1,316	1,333	1,075	1,094	978	833	869	417					7,915
J-Beg	1,709	1,599	1,353	1,201	1,204	939	1,063	538					9,606
JE Picture Books	4793	4,829	4,181	4,084	3,583	2,589	3,082	1,223					28,364
Books to Go	239	133	148	191	128	88	162	33					1,122
JE-easy	2,075	1,838	1,619	1,498	1,340	1,138	1,259	545					11,312
Other (Holiday/Language)													
Holiday	0	0	0	0	0	0	0	0					0
Language	148	115	167	107	92	82	80	38					829
Board Books	1,071	1,023	826	877	866	645	612	232					6,152
Series Books	0	0	0	0	0	0	0	0					0
Total Juv Fiction	**13,998**	**13,655**	**11,452**	**10,756**	**9,693**	**7,565**	**8,285**	**3,677**	**0**	**0**	**0**	**0**	**79,081**
Total Juvenile	**16,938**	**16,388**	**13,592**	**13,020**	**11,619**	**8,912**	**10,011**	**4,546**	**0**	**0**	**0**	**0**	**95,026**
YOUNG ADULT COLLECTION													
YA Fiction	892	725	410	369	355	363	375	**153**					3,642
YA Non Fiction	118	116	73	51	69	72	78	**26**					603
Storage	0	0	0	0	0	0	0	**0**					0
Total YA	1,010	841	483	420	424	435	453	179	0	0	0	0	**4,245**
Total Juv + YA	17,948	17,229	14,075	13,440	12,043	9,347	10,464	4,725	0	0	0	0	**99,271**
AUDIO VISUAL COLLECTION													
Audiobooks Adult	544	580	448	479	363	390	298	197					**3,299**
Audiobooks Juvenile	440	328	192	216	175	146	118	51					**1,666**
Audiobooks YA	25	16	11	17	9	14	9	1					**102**
Compact Discs Adult	380	435	41	0	0	0	0	0					**856**
Compact Discs Juvenile	107	102	12	0	0	0	0	0					**221**
DVD Adult	3603	3,565	2,982	2,916	2,705	3,035	2,663	1,574					**23,043**
DVD Juvenile	1684	1,620	1,189	1,094	990	716	785	377					**8,455**
Teaching Company sets	211	207	167	196	157	149	166	82					**1,335**
JY Audio (Book/CD set)	50	59	93	74	54	15	18	17					**380**
Total AV Circulation	**7,044**	**6,912**	**5,135**	**4,992**	**4,453**	**4,301**	**3,873**	**2,200**	**0**	**0**	**0**	**0**	**38,910**
Overdrive eBooks	4,923	4,875	4,366	4,129	4,210	4,802	5,029	4,539					**36,873**
RB Digital ebooks	4	2	2	2	5	5	2	4					**26**
Total eBook Circulation	4,927	4,877	4,368	4,131	4,215	4,807	5,031	4,543	0	0	0	0	**36,899**

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY Totals
Total Freegal Circulation	1,818	1,608	1,734	1,677	1,740	1,845	1,879	1,968					**14,269**
Overdrive eaudiobooks	2,288	2,281	2,178	2,205	2,143	2,342	2,521	2,397					**18,355**
Rbdigital eaudiobooks	71	92	107	166	205	160	162	205					
RB Digital Magaz. replaced Zinio 10/2	722	969	995	908	883	857	792	854					**6,980**
RB Digital Comics		9	27	4	3	0	4	16					
RB Digital Entertainment		82	316	42	304	256	310	258					
Kanopy Streaming	256	623	856	714	741	896	896	864					
Total Digital Collection	**10,082**	**9,827**	**9,382**	**9,087**	**9,186**	**10,011**	**10,385**	**9,967**	**0**	**0**	**0**	**0**	**77,927**
1 Week Loan Obj (backpacks, umbrell	4	4	0	7	0	0	0	0					**15**
3 Week Loan Object (gardening kits)	0	0	0	1	0	0	1	0					**2**
Thermal Cameras	5	2	3	2	3	7	2	1					**25**
Toy Kits													**0**
TOTAL Circulation	**45,417**	**43,892**	**37,431**	**35,988**	**33,929**	**31,700**	**33,271**	**20941**	**0**	**0**	**0**	**0**	**282,569**
Pedestrian Count	**13,238**	**11842***	**8,490**	**8,256**	**7,908**	**8,502**	**10,823**	**4,895**					**62,112**
Web Site Views	**33,603**	**31,106**	**29,028**	**27,885**	**25,889**	**24,456**	**30,982**						**202,949**
Computer Use	* counter was out of commission for 8 days; often is out for an average of 8 days/mo.; one measure of visitors												
Downstairs (logons) 10 Computers	686	653	**529**	608	508	476	540	**					4,000
Downstairs (minutes)	55,206	46,263	**38,761**	40,149	37,384	34,735	36,787	**					289,285
Upstairs (logons) 8/6 Computers	211	226	**193**	216	158	164	173	**					1,341
Upstairs (minutes)	8,128	9,247	**6,174**	5,413	5,818	6,630	6,491	**					47,901
Juvenile (logons) 2 Computers	63	74	**66**	62	54	45	48	**					412
Juvenile (Minutes)	5,539	5,714	**5,956**	6,030	3,262	2,087	3,029	**					31,617
Total logons (18 workstations)	**960**	**953**	**788**	**886**	**720**	**685**	**761**	**0**	**0**	**0**	**0**	**0**	**5,753**
Total minutes (18 workstations)	**68,873**	**61,224**	**50,891**	**51,592**	**46,464**	**43,452**	**46,307**	**0**	**0**	**0**	**0**	**0**	**368,803**
*** pharos computer use drops significantly due to a change that made the system more efficient**													
****No access to Pharos Reports curently (3/9/2020)**													
Public Printers													
B&W Printer (Ricoh)--formerly "upstairs"													
Jobs	399	490	306	445	407	329	443	**					2,819
Pages	1,530	1,503	1,073	1,183	1,380	928	1,349	**					8,946
Color Printer (Xerox)--formerly "downstairs"													
Jobs	120	90	66	77	48	75	60	**					536
Pages	287	337	318	209	110	207	147	**					1,615
**No access to Pharos Reports curently (3/9/2020)													
Amount Billed	$197.30	$225.10	$152.30	$169.75	$179.90	$173.10	$181.90	**					$1,279
Total Number of Jobs	**519**	**580**	**372**	**522**	**455**	**404**	**503**	**0**	**0**	**0**	**0**	**0**	**3,355**
Total Number of Pages	**1,817**	**1,840**	**1,391**	**1,392**	**1,490**	**1,135**	**1,496**	**0**	**0**	**0**	**0**	**0**	**10,561**

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY Totals
Total Reserves	3,252	2,943	2,754	2,631	2,559	2,527	3,029	891					20,586
Total Automatic Renewals	0	0	0	0	5,245	6,181	5,932	875					18,233
Self Checkout Transactions	10,423	10,210	7,785	7,503	7,862	6,899	8,069	4,250					**63,001**
Patron Notices													
Overdue Notices													**ON HOLD**
Reminder Notices													**ON HOLD**
Patron Statistics													
Employee/Other	168	169	168	170	176	178	179	171					
City Adult	8,244	8,345	8,415	8,451	8,496	8,532	8,565	8,593					
City Senior	1,865	1,887	1,910	1,931	1,953	1,964	1,982	1,999					
Total City Adult	**26,485**	**26,199**	**22,947**	**22,770**	**28,416**	**27,993**	**29,937**	**16,779**	**0**	**0**	**0**	**0**	**0**
City YA	1,290	1,297	1,316	1,325	1,317	1,316	1,322	1,323					
City Juv	1,251	1,247	1,384	1,367	1,358	1,350	1,337	1,324					
Total City Juv	**2,541**	**2,544**	**2,700**	**2,692**	**2,675**	**2,666**	**2,659**	**2,647**	**0**	**0**	**0**	**0**	**0**
Total City Patrons	**29,026**	**28,743**	**25,647**	**25,462**	**31,091**	**30,659**	**32,596**	**19,426**	**0**	**0**	**0**	**0**	**0**
*** cleaned up data-- got rid of previous employees and shifted admin cards.**													
Out of City Adult	14,214	14,348	14,458	14,535	14,595	14,681	14,756	14,815					
Out of City Senior	3,500	3,538	3,585	3,627	3,662	3,695	3,731	3,760					
Total Out of City Adult	**17,714**	**17,886**	**18,043**	**18,162**	**18,257**	**18,376**	**18,487**	**18,575**	**0**	**0**	**0**	**0**	**0**
Out of City YA	1,153	1,169	1,172	1,167	1,170	1,166	1,174	1,172					
Out of City Juvenile	868	863	857	843	834	825	808	799					
Total Out of City Juv	**2,021**	**2,032**	**2,029**	**2,010**	**2,004**	**1,991**	**1,982**	**1,971**	**0**	**0**	**0**	**0**	**16,040**
Total Non City Patrons	19,735	19,918	20,072	20,172	20,261	20,367	20,469	20,546	0	0	0	0	**0**
Total Registered Patrons	48,761	48,661	45,719	45,634	51,352	51,026	53,065	39,972	0	0	0	0	**0**
# New Patrons Added	264	301	411	210	169	157	210	134					1,856
Gabbie													
Unique Numbers	550	576	552	525	412	380	319	68					3,382
Sucessful Renewal	361	382	370	364	260	223	161	26					2,147
Total Messages Sent/Received	2,613	2,495	2,378	2,430	1,834	1,769	1,492	305					15,316

	BOOK SALE COLLECTIONS	Book Bags COLLECTIONS
FY2020 BUDGET		
JULY	$1,166.97	$22.96
AUGUST	$1,041.70	$7.00
SEPTEMBER	$3,338.70	$1.00
OCTOBER	$1,474.44	$2.00
NOVEMBER	$810.09	$2.00
DECEMBER	$453.66	$0.00
JANUARY	$1,117.39	$2.00
FEBRUARY	$328.96	$2.00
MARCH	$0.00	$0.00
APRIL	$0.00	$0.00
MAY	$0.00	$0.00
JUNE	$0.00	$0.00
Total Book Sale	$9,731.91	
Total Book Bag Sale	$38.96	
TOTAL FUNDS RAISED TO DATE	**$9,770.87**	

MEMORIALS FY2020	
JULY	
Misc. Cash Rung in at Register	**$41.91**
AUGUST	
Misc. Cash Rung in at Register	**$48.07**
SEPTEMBER	
Misc. Cash Rung in at Register	**$29.64**
OCTOBER	

Neil Cohen	$250.00
Misc. Cash Rung in at Register	**$69.41**
NOVEMBER	
Frederick Winter	$150.00
Misc. Cash Rung in at Register	**$23.41**
DECEMBER	
MRSPL Foundation INC	$4,150.00
Khyati Nayak	$60.00
Misc. Cash Rung in at Register	**$11.59**
JANUARY	
Misc. Cash Rung in at Register	**$112.07**
FEBRUARY	
Giant (Bags 4 My Cause and Giving Tag Program	$13.00
Giant (Bags 4 My Cause and Giving Tag Program	$37.00
Donald E. Wasserman	$200.00
Misc. Cash Rung in at Register	**$21.69**
MARCH	
Misc. Cash Rung in at Register	**$0.00**
APRIL	
Misc. Cash Rung in at Register	**$0.00**
MAY	
Misc. Cash Rung in at Register	**$0.00**
JUNE	
Misc. Cash Rung in at Register	**$0.00**
MEMORIAL FUNDS RAISED TO DATE	**$5,217.79**