Mary Riley Styles Public Library Board of Trustees Virtual Meeting
Wednesday June 17, 2020 at 7:00 PM

Meeting login link can be found at: http://www.fallschurchva.gov/LibraryBoard

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:

   20200617-LIBRARYBOARDAGENDA.PDF

2. Library Draft Virtual Meeting Minutes May 20, 2020

   Documents:

   DRAFT_VIRTUAL_MTG_MINUTES_MAY20_2020.PDF

3. CIRC-3 Circulation Of Library Materials Policy

   Documents:

   20200617-POLICYCIRC3CIRCULATIONOFLIBRARYMATERIALS.PDF

4. DRAFT CIRC-3 Circulation Of Libray Materials Policy Second Reading

   Documents:

   20200617-DRAFTCIRC-3CIRCULATIONOFLIBRARYMATERIALS.PDF

5. Circ-3a Fines And Fees Schedule Policy

   Documents:

   20200617-POLICY3AFINESANDFEESSCHEDULE.PDF

6. DRAFT Circ-3a Fines And Fees Schedule Second Reading

   Documents:

20200617-DRAFTCIRC3AFINESANDFEESSCHEDULE3.09.2020.PDF

7. DRAFT Washington And Broad Concessions Letter

   Documents:

   DRAFTLETTER_WASHINGTONANDBROADCONCESSIONS_5.16.2020.PDF

8. Collection Statistics

   Documents:

   20200617-COLLECTIONSTATISTICS.PDF

9. Circulation Statistics

   Documents:

   20200617-CIRCULATIONSTATISTICS.PDF

10. Book Sale And Memorial Statistics

    Documents:

    20200617-BOOKSALE-MEMORIALSTATISTICS.PDF

Mary Riley Styles Public Library
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
Virtual Meeting: https://meet.lync.com/fallschurch-fallschurchva/jcarroll/Y3FNLDW6
Wednesday, June 17, 2020
7:00 p.m.

NOTICE: The meeting for which this agenda has been posted will be held pursuant to and in compliance with the Virginia Freedom of Information Act, Section 2.2-3708.2 and state and local legislation adopted to allow for continued government operation during the COVID-19 declared emergency.

All participating members of the Library Board of Trustees will be present at this meeting through electronic means. All members of the public may view this electronic meeting via this Skype meeting link: https://meet.lync.com/fallschurch-fallschurchva/jcarroll/Y3FNLDW6.

Public comments may be submitted to jcarroll@fallschurchva.gov until 7:30 p.m. on June 17, 2020. All comments will be provided to the Library Board of Trustees members and comments received by the deadline will be summarized during the meeting.

PLEASE NOTE: This meeting will be conducted via Skype. If you do not already use Skype, you will be prompted to install it when clicking the meeting link, so please take some time ahead of the meeting to do so. **If needed, there are short instructions to install the application following the meeting agenda.** Please email cmester@fallschurchva.gov if you need assistance with installation. During the meeting, staff will likely not be available to assist with installation.

1. Call to order, roll call and introduction of guests
2. Receipt of petitions
3. Approval of May 20, 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. DRAFT Policy Circulation of Library Materials and Fines/Fee Schedule – 2nd Reading
10. Discussion of Broad and Washington Development Voluntary Concessions and DRAFT letter
11. Business not on the Agenda
12. Adjournment

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act.
To request a reasonable accommodation for any type of disability, call 703-248-5032, TTY 711.

Accessing Skype – New Users

Smartphone: If you plan to view the meeting on a smartphone, access your preferred app store to download the "**Skype**" app. You will have to allow Skype access to some features on your phone and accept their terms and conditions.

PC/Windows: If you plan to view the meeting on a personal computer, visit www.skype.com to download and install the program. You will have to allow Skype access to some features on your computer and accept their terms and conditions.

After downloading Skype:

- Click the advertised meeting link to join the Skype meeting.
- When the app opens, click 'Join as Guest' and enter your name. Click the blue arrow to continue.
- The meeting will start with your microphone and video features turned off. As an observer, you can view or listen to the meeting without these features. If you are a meeting participant, you should enable at least the microphone feature. Video is not required but may be useful. Depending on your role in the meeting, there may be restrictions on whether you can speak during the meeting.

MEETING MINUTES OF THE BOARD OF TRUSTEES
MARY RILEY STYLES PUBLIC LIBRARY
Held virtually through Skype.
May 20, 2020

1. CALL TO ORDER AND INTRODUCTION OF GUESTS

Chairperson Stephanie Oppenheimer called the meeting to order at 7:05 p.m. She read the following statement regarding the meeting circumstances and the method for public comment:

The meeting for which this agenda has been posted will be held pursuant to and in compliance with the Virginia Freedom of Information Act, Section 2.2-3708.2 and state in local legislation adopted to allow for continued government operation during the COVID-19 declared emergency.

All members of the Library Board of Trustees are present at this meeting through electronic means. All members of the public may view the electronic meeting via Skype. The link has been posted.

Public comments may be submitted to jcarroll@fallschurchva.gov until 7:30 pm on May 20, 2020. All comments will be provided to the library Board of Trustees members and comments received by the deadline will be summarized during the meeting.

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

Guests:
Councilwoman Liaison Marybeth Connelly

Ms. Oppenheimer informed the Board that since this is an online meeting, all necessary votes made by the Board will be done by roll call.

Others in attendance:
Director Jenny Carroll
Administrative Assistant Claudia Gutierrez

Other Guests:
City Planner Shaina Leigh Schaffer
Director of Public Works Mike Whitfield
CIP Project Manager Lionel Mallard
City Clerk Celeste Heath *Joined the meeting only for a few minutes

Not-in attendance:
Planning Commission Liaison Rob Puentes

2. RECEIPT OF PETITIONS

No petitions

3. APPROVAL OF FEBRUARY 19, 2020 MEETING MINUTES

Upon a motion duly made by Mr. DeLong and seconded by Mr. Camp, the Library Board unanimously approved the February 19, 2020 Meeting Minutes with minor changes.

ROLL CALL VOTE
Stephanie Oppenheimer
Jeff Peterson
Chet DeLong
Molly Novotny
Jeff Peterson
Don Camp
Chrystie Swiney
Kathleen Tysse

4. LIBRARY REPORT AND ANNOUNCEMENTS

- Limited curbside service to address the backlog of reserves started Monday May 18. Full curbside service may start on June 1st depending on direction from the State, the City Government and Health instances.

- This year the library's summer reading program will be provided online through Beanstack; patrons can register and log books starting June 1st.

- The library will continue providing virtual programming such as Story Time, Mother Goose Minute on Fridays, regular book discussion groups, local author talks, and the amateur writers group. In addition, two new book discussion groups have started: the Jane Austen Book Group and the Mystery Book Group. Ms. Connelly added that Library Youth Services Supervisor, Jess Borchetta, has been working with her and the schools to provide Summer Reading Program informational videos to FCCPS. The Director mentioned the video will also be provided to St James Elementary/Middle School. She expressed her appreciation to the FFCPS for working together with the library.

- Police Chief Mary Gavin assembled a gun legislation working group to work on providing recommendations to City Council regarding the recent VA General Assembly changes. The library Director, Jenny Carroll, and board member, Kathleen Tysse, attended the first meeting and plan to continue to meet with the group. They met on

Friday, May 15, and they will meet again on Thursday, May 21. Every year, the library Board includes in their legislative agenda the request to prohibit guns in the library. Ms. Tysse remarked that it is a critical time for the gun legislation decision. The Director added that this working group can be invited to meet with the library Board. The Board requested library staff feedback on this issue as well.

- The Northern Virginia Transportation Authority Grants information that was provided to the Board, includes a section, Downtown Falls Church Multi Model Improvements, which will affect the library. On Park Avenue the plan calls for removal of sidewalk obstructions including the utility lines (undergrounding) and improving crosswalks. The Community is invited to provide feedback.

- Board member, Don Camp, inquired about changes to online services and how the potential increase in use would affect the budget. Streaming service (Kanopy and RBDigital) both saw an increase along with Overdrive (ebooks and eaudiobooks). Online services funding is adequate and in place. For FY21 the funding will have to be monitored to ensure the services remain within budget.

5. LIBRARY FOUNDATION REPORT

Mr. Camp informed the Board that the Foundation Board filed their tax forms. The Foundation continues to receive contributions and has received $1,500 in the past couple of months through mail and PayPal. In commemoration of the National Library Week, the Foundation provided $20 gift cards to each library staff from One More Page bookstore in appreciation of their hard work during this difficult time. Mr. Camp thanked Ms. Tysse for the suggestion that at the same time supported a local business. Mr. Camp informed the Board that as of April 30, the bank account showed $57,000, and the endowment invested in mutual funds was $510,000 (lower than 2019 due to recent events in the stock market). The Foundation is prepared for what the library may need after the renovation is completed.

6. COUNCIL LIAISON REPORT

Ms. Connelly informed the Board that City Council is in the midst of approving the FY21 budget presented by City Manager Wyatt Shields, which was delayed for a month due to COVID-19. The budget includes reductions in spending, a staff hiring freeze and elimination of overdue fines. Once Council approves the budget, they will review it in October to determine changes if needed. Ms. Connelly thanked all library and City staff for their hard work in keeping things going, making connections throughout the City of Falls Church, and taking care of citizens.

7. ARTS AND HUMANITIES COUNCIL REPORT (CATCH)

Ms. Swiney informed the Board that a meeting has not been scheduled yet since only essential Boards and Commissions meetings can occur. Ms. Connelly added that it is likely that next month will be a CATCH meeting since there are two issues coming forward – Founder's Row mural and public art policy. Once there is a meeting, Ms. Swiney will be officially sworn in as the Library Board representative.

8. LIBRARY PROJECT UPDATE

Mr. Millard informed the Board that the overall construction project is on schedule with 10%

completion despite the rain. The demolition is 95% completed and is expected to be finished by the end of next week along with the site work. Concrete and steel work will start the first weeks of June. The interior of the building has been completely stripped and the electricians have started installing conduit. The next phase will include re-assembling the building and the construction of the addition. The construction progress has been a huge attraction to residents who have been stopping by and taking pictures/videos. Ms. Oppenheimer asked if there had been any unforeseen issues with demolition. Mr. Millard stated that concrete type bunkers were discovered under the bay windows; they were empty and did not pose an issue. OAC (Owner, Architect, Construction) meetings are occurring on a regular basis. Mr. Peterson requested an update regarding the LCOC. Mr. Millard stated that the group had not be formed yet due to COVID-19. Regular updates are being provided to the City Manager Wyatt Shields, Finance Director Kiran Bawa and the Library Director. The Library Construction Oversight Committee will be formed by two Council members, two representatives from Planning Commission, two representatives from the Library Board, and a representative from the public. The interviews for nominating the public representative will take place in June and Council will do the interviews.

9. NOMINATION OF OVERSIGHT COMMITTEE REPRESENTATIVES

Ms. Oppenheimer asked each one of the Board members to express their interest in representing the Library Board on this Committee. This Committee will receive updates from the Lionel Millard on the library project. There was a consensus for Ms. Molly Novotny and Mr. Jeff Peterson to be the representatives and they accepted the nominations. Once the Committee is formed, a meeting schedule will be provided.

Upon a motion duly made by Mr. DeLong and seconded by Ms. Swiney, the Library Board unanimously approved the nomination for Ms. Molly Novotny and Mr. Jeff Peterson to be the Oversight Committee Representatives.

ROLL CALL VOTE
Stephanie Oppenheimer
Jeff Peterson
Chet DeLong
Molly Novotny
Jeff Peterson
Don Camp
Chrystie Swiney
Kathleen Tysse

The Director informed the Board that Public Works Director Mike Whitfield will be resigning from the City and moving to another job as a Construction Manager in San Diego. The Director expressed her gratitude for all his hard work and support on the library renovation project.

10. DRAFT POLICY CIRCULATION OF LIBRARY MATERIALS AND FINES/FEE SCHEDULE

The Director reiterated that in February's Board meeting, the Board approved the elimination of overdue fines effective starting July 1, 2020. The Director informed the Board that as of today, the total fines accrued during this fiscal year (FY2020) was $13,000 (as compared to last year which was $26,000). There has not been any collection of fines since the library closed on March 16 due to COVID-19. If the library reopens to the public before the end of the fiscal year, it will be through

curbside service and there won't be overdue fines assessed since due dates for books have been pushed forward. Ms. Connelly suggested that the Director provide to Council an explanation about the removal of fines for a better understanding of the metrics and data. The Director stated that she can provide that information at the next meeting with Council. The fines and fees schedule has been updated to reflect removal of overdue fines with the exception of inter-library loan items. Items that are lost or damaged will still be assessed to the patron's account. The amount of the replacement cost for a lost or damaged book is the cost of the item plus a processing fee. If patrons find the lost item and they already paid for it, they will be reimbursed.

Upon a motion duly made by Mr. Peterson and seconded by Mr. DeLong, the Library Board unanimously approved the Draft Policy Circulation of Materials and Fines/Fee schedule on its first reading.

ROLL CALL VOTE
Stephanie Oppenheimer
Jeff Peterson
Chet DeLong
Molly Novotny
Jeff Peterson
Don Camp
Chrystie Swiney
Kathleen Tysse

The Director requested to move up the West End Small Area plan presentation in the agenda

11. WEST END SMALL AREA PLAN PRESENTATION (PLANNING DEPARTMENT)

City Planner Shaina Leigh Schaffer presented an overview of the West End Small Plan. The presentation included planning opportunity areas for the City throughout the City School's parcels, the Property Yard and the Falls Plaza Shopping Center. The planning opportunity area presents improvements by providing safety crossings and friendly walkable connection areas, enhancing streetscapes, providing an attractive gateway to the City, and ways to coordinate a redevelopment on unutilized areas.

Planning is requesting Boards and Commissions reviews and comments. They will also have work sessions with Council and Planning Commission. Mr. Peterson suggested creating a connection between the West End and City's downtown. Ms. Schaffer asked if the Board would consider having the library included in a mixed use development as a private/public partnership. Mr. DeLong stated that the Board has consistently rejected the option of splitting the library due to the size of the small City and the high cost of operation. Ms. Novotny added that there is no need to reference the library on this project. Perhaps in the future it might be an option. Mr. Peterson suggested including as much greenery as possible, since there has been a significant loss of trees on different City projects. Mr. Camp suggested having emphasis on a bicycle access to the Metro. If the Board has any other comments or suggestions with regard to this development, the Board can submit them by June 10 through the Library Director.

12. DISCUSSION OF BROAD AND WASHINGTON DEVELOPMENT VOLUNTARY CONCESSIONS

Ms. Oppenheimer reminded the Board that on the January 2018, the Board sent a letter to Council under Mr. Brad Gernand's (former Board Chair) signature regarding the Broad and Washington development. The letter referenced the Board's concern about the voluntary concessions being folded in with Parks and Recreation; unlike Founders Row, which the library had its own concession. There has been a new submission of the Broad and Washington Project since it first started. The Director sent the Board an email with the Planning Staff Comments Letter submitted to the developer on May 28, 2020 including a specific section on the library concession. Mr. Peterson drafted a letter for the Board's consideration to be sent to Council before the project is presented to Boards and Commissions.

Mr. Peterson mentioned some key points regarding this letter: 1. The voluntary concessions to the library be separated from Parks and Recreation. 2. To use the same metrics as Founders Row resulting in an increase up to roughly $195,000. 3. Timing of the payment. 4. The use of the concession payment not be folded into the general expense fund of the City.

Mr. Peterson suggested the Board to be pro-active and express their views to Council before this project gets presented and all the negotiations about the concessions are potentially in place. This could also be a precedent for future projects. The Director suggested that the Board be more specific in what they ask from Council as they did in the submitted letter regarding Founder's Row. In that letter the Board wrote the voluntary concession using the language that they desired. Ms. Oppenheimer requested that the Director provide the 2018 letter and Mr. Peterson's draft letter to the Board and include the voluntary concession discussion on the June Board meeting agenda. Ms. Novotny asked if the developers pay into a Capital Facilities Fund. Mr. Peterson will make some changes to his letter and will submit it to the Director to be included in the digital packet.

13. BUSINESS NOT ON THE AGENDA

None

14. ADJOURNMENT

There being no further business, upon a motion duly made and seconded, the Board of Trustees voted unanimously to adjourn the meeting at 9:03 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

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability, call 703-248-5032, TTY 711.

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.

DRAFT

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

DRAFT

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.]

DRAFT

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

DRAFT

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.

DRAFT

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***

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

DRAFT

Mayor Tarter and City of Falls Church Council Members
City Hall
300 Park Avenue
City of Falls Church, Virginia 22046

Dear Mayor Tarter and Council Members:

The Mary Riley Styles Board of Trustees strongly encourages you to work with Insight Property Group LLC to revise and improve the voluntary concession concerning the Library in the Voluntary Concessions document dated November 20th, 2019 for the proposed project at the corner of Broad and Washington Streets.

The Board recommends that this important concession be improved in several respects:

1) **Metric:** Prior concessions for the Library (e.g., from Founder's Row) have been expressed in terms of residential square feet (i.e., $0.70 per square foot) minus ADUs while the Broad/Washington concession is expressed as dollars per unit (i.e., $500 per unit) minus ADUs. Based on the Washington and Broad data sheet residential unit numbers, the value of the concession is $166,000 based on units but $195,545 based on square feet.

   The Board believes that it is important to establish a single metric for Library concessions and recommends the Founder's Row metric as the best outcome for the Library and the City.

2) **Division of Concession:** The concession for the Library from the Founder's Row project was fully dedicated to the Library while the proposed concession from the Washington and Broad project is divided between the Library and parks and recreation.

   The Board believes that the precedent of a concession for the Library to account for the many impacts of major developments on Library services needs to be preserved and should not be confused by diversion of funds to non-Library uses.

3) **Timing of Payment:** The Broad and Washington payment is to be made prior to issuance of the first residential certificate of occupancy whereas the Founder's Row payment was made prior to issuance of a demolition permit for the project.

   The Board appreciates that the timing of the Broad and Washington payment was related to the imminent construction of the Library renovation and addition project

but believes that payment of a concession early in the process (i.e., at time of demolition permit) is preferable to payment later in the process.

4) **Use of Concession Payment**: It is our understanding that a future concession payment resulting from the Broad and Washington project would be paid to the City as general revenues and not be reserved for Library use above annual operating funds provided to the Library.

   The Board believes that concessions intended to offset major developments should be used to upgrade Library facilities and services to help meet the new demands placed on the Library rather than to replace City funds that would otherwise have been provided to the Library. We recommend that the Washington and Board concession be paid to the Mary Riley Styles Library Foundation which is solely dedicated to meeting the needs of the Library and is a 501(c)(3) tax exempt organization. We understand that major project concessions from other City development projects have been paid directly to appropriate non-profit organizations.

Thank you for considering the best use and format of a concession for the Library from the Washington and Board project.

We look forward to working with you on this important matter.

Sincerely,

Stephanie Oppenheimer
Chair
Mary Riley Styles Library Board of Trustees

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	1,030	1,183	1,045	
Fiction	10,698	10811	10,878	10,960	11026	11132	11065	11086	11,135	11,221	11253	
Mystery	4,060	4054	4,071	4090	4119	4167	4186	4,198	4,235	4,255	4,259	
Paperback	2	2	2	0	0	0	0	0	0	0	0	
SF/Fantasy	1,576	1582	1,591	1600	1616	1652	1672	1,680	1,689	1,707	1,709	
Romance	323	342	346	348	361	370	240	237	248	257	260	
Graphic Novels	1,302	932	932	934	944	953	611	611	614	637	647	
Total Fiction	**17,961**	**17,723**	**17,820**	**17,932**	**18,066**	**18,274**	**17,774**	**17,812**	**17,921**	**18,077**	**18,128**	**0**
Non Fiction												
NEW*	1,612	1,610	1,371	**1,435**	**1,174**	**1,155**	**1,137**	**1,055**	**1,115**	**1,240**	**1,239**	
Microforms/CDROM	3	3	3	3	3	3	3	3	3	3	3	
Ref/Off.Ref/Pro	1,814	1,626	750	683	684	684	659	559	543	546	550	
000-099	764	766	744	748	750	753	731	737	739	742	742	
100-199	1,840	1,852	1,866	1,810	1,829	1,829	1,841	1,834	1,840	1,850	1,868	
200-299	1,619	1,593	1,599	1,606	1,614	1,615	1,617	1,540	1,543	1,548	1,562	
300-399	4,227	4,191	4,158	4,120	4,096	4,096	4,109	4,116	4,157	4,180	4,214	
400-499	549	554	552	432	435	439	438	439	439	451	455	
500-599	1,292	1,300	1,314	1,322	1,148	1,150	1,154	1,160	1,170	1,176	1,179	
600-699	5,190	5,139	5,157	4,707	4,435	4,468	4,514	4,540	4,567	4,601	4,616	
700-799	4,335	4,330	4,354	4,380	4,232	4,045	3,790	3,816	3,823	3,839	3,884	
800-899	2,379	2,044	2,056	1,841	1,757	1,765	1,753	1,765	1,777	1,781	1,789	
900-999	4,564	4,497	4,484	4,351	4,385	4,395	4,409	4,411	4,463	4,042	4,507	
Folios	416	416	414	399	399	400	400	174	172	170	170	
Bio	2,151	2,145	2,147	2,157	2,166	2,172	2,172	2,173	2,171	2,171	2,174	
Travel	1,568	1,506	1,163	1,154	1,117	1,116	1,010	1,000	1,016	1,045	1,079	
VaC	3,114	3,114	3,113	3,069	3,073	3,096	3,175	3,179	3,018	3,014	3,014	
3 Day Loan (Fed Chkbk)	2	2	2	2	2	2	2	0	0	0	0	
Total Non Fiction	**35,827**	**35,078**	**33,876**	**32,784**	**32,125**	**32,028**	**31,777**	**31,446**	**31,441**	**31,159**	**31,806**	**0**
Kits (Book Club)	136	128	124	124	124	114	29	27	26	26	26	
Large Print (Fic/NF)	1,512	1228	1,233	1,240	1,246	1,254	1,216	1,216	1,223	1,233	1,235	
Total Adult Collection	**55,436**	**54,157**	**53,053**	**52,080**	**51,561**	**51,670**	**50,796**	**50,501**	**50,611**	**50,495**	**51,195**	**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	2,944	2,944	2,987	
Books to go	232	232	232	232	238	238	237	236	230	230	229	
Books to go bags	50	50	50	50	50	50	50	50	49	49	49	
J Graphic Novels	881	902	916	950	968	951	967	963	961	961	984	
Beginning Readers	1,187	1191	1,161	1167	1170	1,143	1,186	1,187	1,188	1,208	1,208	
YA Fiction	1,529	1,583	1,608	1325	1,340	1,344	1,156	1,154	1,140	1,141	1,161	
Storage	4	0	0	0	0	0	0	0	0	0	0	
JE	6,924	6,716	6,444	6,358	6,269	6,132	6,136	6,141	6,122	6,152	6,166	
JE-easy	1,333	1,342	1,272	1,274	1,285	1,284	1,306	1,311	1,312	1,321	1,325	
Board books	793	788	805	807	819	764	677	660	676	678	694	
Series paperbacks	1	0	0	0	0	0	0	0	0	0	0	
Holiday	0	0	0	0	0	0	0	0	0	0	0	
Language	439	439	439	439	400	393	329	329	326	326	327	
Total J/YA Fiction	**16,965**	**16,801**	**16,295**	**15,959**	**15,931**	**15,652**	**15,018**	**15,001**	**14,948**	**15,010**	**15,130**	**0**
Non Fiction												
Ref/Pro/Off	335	335	334	334	334	333	278	265	256	255	255	
Parents	515	516	518	520	525	526	448	447	445	445	446	
Teachers	123	124	124	124	124	123	96	96	96	96	96	
J000-099	74	69	71	71	64	66	65	65	67	67	68	
J100-199	49	45	47	47	41	46	46	46	46	46	46	
J200-299	233	190	193	193	162	163	165	165	166	166	166	
J300-399	987	848	799	799	802	811	699	697	699	699	702	
J400-499	90	91	90	90	90	90	90	90	90	90	90	
J500-599	1,555	1,495	1,478	1,481	1,456	1,371	1,215	1,213	1,219	1,219	1,228	
J600-699	712	708	710	710	713	713	604	603	605	605	608	
J700-799	877	872	872	872	874	875	774	772	774	774	777	
J800-899	365	252	253	253	255	255	208	209	208	208	210	
J900-999	1,232	1,224	1,227	1,227	1,228	1,228	1,227	1,132	1,132	1,132	1,134	
J Bio	832	827	829	828	829	827	827	813	813	813	822	
YA Non Fiction	303	303	303	245	259	259	267	267	263	263	263	
Total J/YA Non Fiction	8,282	7,899	7,848	7,794	7,756	7,686	7,009	6,880	6,879	6,878	6,911	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	1	1	1	
Total J/YA Collection	**25,249**	**24,701**	**24,144**	**23,754**	**23,688**	**23,339**	**22,028**	**21,882**	**21,828**	**21,889**	**22,042**	**0**
Periodicals (Adult and J)	**2,026**	**2,172**	**1,919**	**2,035**	**2,209**	**1,882**	**1,994**	**406**	**272**	**260**	**464**	
Audio Visual Count												
Audio JY sets	**199**	**199**	**198**	**196**	**150**	**100**	**99**	**99**	**99**	**99**	**99**	
Compact Discs Adult	3,815	3,812	1	0	0	0	0	0	0	0	0	
Compact Discs Juv	727	727	0	0	0	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	1,756	1,756	1,799	
Audio Discs Teaching Company	963	963	963	963	962	962	961	961	879	879	880	
Audio Discs YA	107	107	107	107	54	41	43	0	0	0	0	
Audio Disc Juv	681	680	621	596	532	534	434	435	435	435	436	
Total Audio Discs	**3,812**	**3,648**	**3,485**	**3,483**	**3,375**	**3,379**	**3,143**	**3,160**	**3,070**	**3,070**	**3,115**	**0**
DVD Adult	4,949	4,132	4,147	4,180	4,205	4,258	4,304	4,238	4,250	4,262	4,259	
DVD Teaching Company	373	371	371	371	382	382	407	409	409	409	409	
DVD Juv	2,045	1,941	1,891	1,894	1,803	1,758	1,758	1,758	1,760	1,759	1,793	
Total DVD	**7,367**	**6,444**	**6,409**	**6,445**	**6,390**	**6,398**	**6,469**	**6,405**	**6,419**	**6,430**	**6,461**	**0**
Total AV	**15,920**	**14,830**	**10,093**	**10,124**	**9,915**	**9,877**	**9,711**	**9,664**	**9,588**	**9,599**	**9,675**	**0**
1 wk obj (Backpacks, umbrellas)	8	8	8	8	8	8	8	8	8	8	8	
3 wk obj (gardening kits)	3	3	3	3	3	3	3	3	3	3	3	
Thermal Cameras	4	4	4	4	4	4	4	4	4	4	4	
STEM Resource Hub	0	0	0	0	0	0	0	0	0	0	0	
Unassigned	2	1	1	0	0	0	0	1	1	3	3	
TOTAL PHYSICAL COLLECTION	**98,641**	**95,869**	**89,218**	**88,001**	**87,381**	**86,776**	**84,537**	**82,462**	**82,308**	**82,254**	**83,394**	**0**
Electronic Records Count												
Overdrive ebooks	13,206	13,285	13,414	13,390	13,518	13,578	13,670	13,733	14,303	14,595	14,716	
Overdrive eaudios	4,073	4,121	4,169	4,219	4,296	4,386	4,425	4,455	4,528	4,597	4,632	
RBDigital	3,707	32,981	33,493	34,605	34,605	35,313	35,849	36,841	37,150	38,015	38,431	
Kanopy	17,279	17,583	17,650	22,901	17,550	23,141	23,448	23,448	23,498	23,486	23,614	
Total Electronic Records	38,265	67,970	68,726	75,115	69,969	76,418	77,392	78,477	79,479	80,693	81,393	0
Total MRSPL Collection	**136,906**	**163,839**	**157,944**	**163,116**	**157,350**	**163,194**	**161,929**	**160,939**	**161,787**	**162,947**	**164,787**	**0**

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	321	10	72		9,727
Ref/Pro/Off Ref	8	5	1	5	0	1	1	1	6	0	0		28
000-099	89	90	72	77	71	74	82	42	11	0	1		609
100-199	196	172	124	134	170	147	154	86	26	2	3		1,214
200-299	108	79	101	133	90	95	102	48	19	0	3		778
300-399	491	430	402	434	388	368	457	223	62	3	16		3,274
400-499	47	51	37	39	47	31	43	15	13	0	0		323
500-599	124	102	128	125	128	122	98	62	14	0	4		907
600-699	589	567	539	455	502	511	638	314	97	1	28		4,241
700-799	452	360	319	285	344	295	324	189	37	1	11		2,617
800-899	149	120	128	146	152	135	164	68	18	0	5		1,085
900-999	390	325	323	290	346	394	339	161	50	1	32		2,651
Travel	778	800	609	462	446	383	533	194	136	0	1		4,342
Biography	185	183	141	146	141	138	191	63	60	0	3		1,251
Folio	15	17	11	12	6	10	14	12	2	0	1		100
3 day loan	0	0	0	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**	**872**	**18**	**180**	**0**	**33,147**
Fiction													
NEW	1,239	1,199	1,059	1,026	990	964	1,030	414	346	19	125		8,411
Fiction	2707	2,599	2,225	2,153	1,885	2,010	2,031	959	688	27	144		17,428
Mystery	806	731	592	615	611	651	668	384	194	5	29		5,286
SF/Fantasy	438	405	359	307	342	341	346	161	136	3	17		2,855
Romance	94	109	71	67	95	109	82	72	41	2	1		1
Graphic Novel (Adult/YA)	412	438	329	250	199	226	200	129	162	6	4		2,355
Total Adult Fiction	**5,696**	**5,481**	**4,635**	**4,418**	**4,122**	**4,301**	**4,357**	**2,119**	**1,567**	**62**	**320**	**0**	**37,078**
Other													
Book Club Kits	8	9	11	8	2	6	10	0	0	0	0		54
Large Print (Fic & NF)	269	240	211	201	153	139	195	82	47	4	10		1,551
Paperbacks	0	0	0	0	0	0	0	0	0	0	0		0
Periodicals (adult, J, YA)	293	266	252	249	262	270	233	90	46	0	0		1,961
Machine Readable Data (remove line)	0	0	0	0	0	0	0	0	0	0	0		0
Unassigned	1	0	0	0	0	0	0	0	0	0	0		1
Total Other	571	515	474	458	417	415	438	172	93	4	10	0	3,567
Total Adult Circulation	**11,344**	**10,759**	**9,319**	**8,880**	**8,668**	**8,469**	**9,000**	**4,227**	**2,532**	**84**	**510**	**0**	**73,792**

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY Totals
JUVENILE COLLECTION													
Non-Fiction	2409	2,176	1,709	1,780	1,537	1,093	1,434	641	588	9	17		13,393
JOff/Ref/Pro	1	3	1	1	7	3	2	3	8	0	1		30
Parents	65	112	112	74	74	63	77	27	44	0	2		650
Teachers	8	22	10	9	5	4	5	7	6	0	0		76
Jbiography	457	420	308	400	303	184	208	191	150	3	7		2,631
Total JUV Non-Fiction	**2,940**	**2,733**	**2,140**	**2,264**	**1,926**	**1,347**	**1,726**	**869**	**796**	**12**	**27**	**0**	**16,780**
Fiction	2647	2,785	2,083	1,704	1,502	1,251	1,158	651	783	21	88		14,673
J Graphic Novels	1,316	1,333	1,075	1,094	978	833	869	417	416	4	35		8,370
J-Beg	1,709	1,599	1,353	1,201	1,204	939	1,063	538	473	0	37		10,116
JE Picture Books	4793	4,829	4,181	4,084	3,583	2,589	3,082	1,223	1,080	34	126		29,604
Books to Go	239	133	148	191	128	88	162	33	52	1	0		1,175
JE-easy	2,075	1,838	1,619	1,498	1,340	1,138	1,259	545	532	1	24		11,869
Other (Holiday/Language)													
Holiday	0	0	0	0	0	0	0	0	0	0	0		0
Language	148	115	167	107	92	82	80	38	37	0	0		866
Board Books	1,071	1,023	826	877	866	645	612	232	164	1	7		6,324
Series Books	0	0	0	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**	**3,537**	**62**	**317**	**0**	**82,997**
Total Juvenile	**16,938**	**16,388**	**13,592**	**13,020**	**11,619**	**8,912**	**10,011**	**4,546**	**4,333**	**74**	**344**	**0**	**99,777**
YOUNG ADULT COLLECTION													
YA Fiction	892	725	410	369	355	363	375	**153**	**214**	**0**	**13**		3,869
YA Non Fiction	118	116	73	51	69	72	78	**26**	**23**	**1**	**0**		627
Storage	0	0	0	0	0	0	0	**0**	**0**	**0**	**0**		0
Total YA	1,010	841	483	420	424	435	453	179	237	1	13	0	**4,496**
Total Juv + YA	17,948	17,229	14,075	13,440	12,043	9,347	10,464	4,725	4,570	75	357	0	**104,273**
AUDIO VISUAL COLLECTION													
Audiobooks Adult	544	580	448	479	363	390	298	197	104	11	12		**3,426**
Audiobooks Juvenile	440	328	192	216	175	146	118	51	51	2	1		**1,720**
Audiobooks YA	25	16	11	17	9	14	9	1	0	0	0		**102**
Compact Discs Adult	380	435	41	0	0	0	0	0	0	0	0		**856**
Compact Discs Juvenile	107	102	12	0	0	0	0	0	0	0	0		**221**
DVD Adult	3603	3,565	2,982	2,916	2,705	3,035	2,663	1,574	1,111	13	109		**24,276**
DVD Juvenile	1684	1,620	1,189	1,094	990	716	785	377	328	5	12		**8,800**

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY Totals
JY Audio (Book/CD set)	50	59	93	74	54	15	18	17	8	0	0		**388**
Total AV Circulation	**6,833**	**6,705**	**4,968**	**4,796**	**4,296**	**4,301**	**3,873**	**2,200**	**1,594**	**31**	**134**	**0**	**39,731**
Overdrive eBooks	4,923	4,875	4,366	4,129	4,210	4,802	5,029	4,539	5,317	6,787	7,142		**56,119**
RB Digital ebooks	4	2	2	2	5	5	2	4	1	2	6		**35**
Total eBook Circulation	4,927	4,877	4,368	4,131	4,215	4,807	5,031	4,543	5,318	6,789	7,148	0	**56,154**
Freegal	1,818	1,608	1,734	1,677	1,740	1,845	1,879	1,968	2,264	2,067	1,980		**20,580**
Overdrive eaudiobooks	2,288	2,281	2,178	2,205	2,143	2,342	2,521	2,397	2,192	2,417	2,639		**25,603**
Rbdigital eaudiobooks	71	92	107	166	205	160	162	205	154	150	194		
RB Digital Magaz. replaced Zinio 10/23	722	969	995	908	883	857	792	854	1,013	1,074	1,127		**10,194**
RB Digital Comics		9	27	4	3	0	4	16	8	34	15		
RB Digital Entertainment		82	316	42	304	256	310	258	543	618	496		
Kanopy Streaming	256	623	856	714	741	896	896	864	1,635	2,006	1,651		
Total Digital Collection	**10,082**	**9,827**	**9,382**	**9,087**	**9,186**	**10,011**	**10,385**	**9,967**	**10,941**	**12,497**	**13,088**	**0**	**114,453**
1 Week Loan Obj (backpacks, umbrella	4	4	0	7	0	0	0	0	0	0	0		**15**
3 Week Loan Object (gardening kits)	0	0	0	1	0	0	1	0	0	0	0		**2**
Thermal Cameras	5	2	3	2	3	7	2	1	2	0	0		**27**
Toy Kits													**0**
TOTAL Circulation	**45,206**	**43,685**	**37,264**	**35,792**	**33,772**	**31,700**	**33,271**	**20941**	**19,402**	**12,686**	**14,076**	**0**	**327,795**
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**	**25,787**	**26,839**	**21,877**	**22,396**		**299,848**
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	**	**	0	0		4,000
Downstairs (minutes)	55,206	46,263	**38,761**	40,149	37,384	34,735	36,787	**	**	0	0		289,285
Upstairs (logons) 8/6 Computers	211	226	**193**	216	158	164	173	**	**	0	0		1,341
Upstairs (minutes)	8,128	9,247	**6,174**	5,413	5,818	6,630	6,491	**	**	0	0		47,901
Juvenile (logons) 2 Computers	63	74	**66**	62	54	45	48	**	**	0	0		412
Juvenile (Minutes)	5,539	5,714	**5,956**	6,030	3,262	2,087	3,029	**	**	0	0		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**

**No access to Pharos Reports curently (3/9/2020)

Note: Library Closed due to Covid 19 beginning March 16th

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY Totals
Public Printers													
B&W Printer (Ricoh)--formerly "upstairs"													
Jobs	399	490	306	445	407	329	443	**	**	0	0		2,819
Pages	1,530	1,503	1,073	1,183	1,380	928	1,349	**	**	0	0		8,946
Color Printer (Xerox)--formerly "downstairs"													
Jobs	120	90	66	77	48	75	60	**	**	0	0		536
Pages	287	337	318	209	110	207	147	**	**	0	0		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	**	**	$0.00	$0.00		$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**
Total Reserves	3,252	2,943	2,754	2,631	2,559	2,527	3,029	891	882	0	485		21,953
Total Automatic Renewals	0	0	0	0	5,245	6,181	5,932	875	2,140	0	0		20,373
Self Checkout Transactions	10,423	10,210	7,785	7,503	7,862	6,899	8,069	4,250	0	0	0		**63,001**
Patron Notices													
Overdue Notices													**ON HOLD**
Reminder Notices													**ON HOLD**
Patron Statistics													
Employee/Other	168	169	168	170	176	178	179	171	170	168	175		
City Adult	8,244	8,345	8,415	8,451	8,496	8,532	8,565	8,593	8,598	8,614	8,600		
City Senior	1,865	1,887	1,910	1,931	1,953	1,964	1,982	1,999	2,011	2,006	2,008		
Total City Adult	**26,485**	**26,199**	**22,947**	**22,770**	**28,416**	**27,993**	**29,937**	**16,779**	**13,801**	**10,788**	**11,268**	**0**	**0**
City YA	1,290	1,297	1,316	1,325	1,317	1,316	1,322	1,323	1,327	1,327	1,323		
City Juv	1,251	1,247	1,384	1,367	1,358	1,350	1,337	1,324	1,308	1,285	1,272		
Total City Juv	**2,541**	**2,544**	**2,700**	**2,692**	**2,675**	**2,666**	**2,659**	**2,647**	**2,635**	**2,612**	**2,595**	**0**	**0**
Total City Patrons	**29,026**	**28,743**	**25,647**	**25,462**	**31,091**	**30,659**	**32,596**	**19,426**	**16,436**	**13,400**	**13,863**	**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	14,884	14,921	14,921		
Out of City Senior	3,500	3,538	3,585	3,627	3,662	3,695	3,731	3,760	3,784	3,806	3,826		
Total Out of City Adult	**17,714**	**17,886**	**18,043**	**18,162**	**18,257**	**18,376**	**18,487**	**18,575**	**18,668**	**18,727**	**18,747**	**0**	**0**
Out of City YA	1,153	1,169	1,172	1,167	1,170	1,166	1,174	1,172	1,181	1,191	1,192		
Out of City Juvenile	868	863	857	843	834	825	808	799	788	768	753		
Total Out of City Juv	**2,021**	**2,032**	**2,029**	**2,010**	**2,004**	**1,991**	**1,982**	**1,971**	**1,969**	**1,959**	**1,945**	**0**	**21,913**
Total Non City Patrons	19,735	19,918	20,072	20,172	20,261	20,367	20,469	20,546	20,637	20,686	20,692	0	**0**
Total Registered Patrons	48,761	48,661	45,719	45,634	51,352	51,026	53,065	39,972	37,073	34,086	34,555	0	**0**

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY Totals
# New Patrons Added	264	301	411	210	169	157	210	134	125	159	178		2,318
Gabbie													
Unique Numbers	550	576	552	525	412	380	319	68	228	51	59		3,720
Sucessful Renewal	361	382	370	364	260	223	161	26	90	2	0		2,239
Total Messages Sent/Received	2,613	2,495	2,378	2,430	1,834	1,769	1,492	305	1,119	536	474		17,445

FY2020 BUDGET	BOOK SALE COLLECTIONS	Book Bags COLLECTIONS
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 - Wowbrary, Freegal, Staff	$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	
Better World Books	$541.15
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	**$5,758.94**