Mary Riley Styles Public Library Board of Trustees Virtual Meeting
Wednesday July 29, 2020 at 7:00 PM

All members of the public may view this electronic meeting via this Skype meeting link:

https://meet.lync.com/fallschurch-fallschurchva/jcarroll/S0W8CF5G?sl=1

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

1. Public Notice Library Board Virtual Meeting

   Documents:

   20200729PUBLIC_NOTICE_LIIBRARY_BOARD_VIRTUAL_MEETING.PDF

2. Library Board Virtual Meeting Agenda

   Documents:

   20200729_LIBRARY_BOARD_VIRTUAL_MEETING_AGENDA.PDF

3. Draft Virtual Special Meeting Minutes June 11 2020

   Documents:

   20200729DRAFT _SPECIAL_VIRTUAL_MTG_MINUTES_JUNE_11_ 2020.PDF

4. Draft Virtual Meeting Minutes June 17, 2020

   Documents:

   20200729DRAFT_VIRTUAL_MTG_MINUTES_JUNE_17_ 2020.PDF

5. Draft Five Year Plan 2020 To 2024

   Documents:

   20200729DRAFT_FIVE_YEAR_PLAN_ 2020-2024.PDF

6. Draft FY2020 Annual Report

   Documents:

   20200729DRAFT_FY2020_ANNUAL_REPORT.PDF

6.I. FY2020 Annual Report Statistcs Chart

   Documents:

   20200729ANNUAL_REPORT_STATS_CHART_FY2020.PDF

7. Collection Statistics

   Documents:

   20200729COLLECTION_STATISTICS.PDF

8. Circulation Statistics

   Documents:

   20200729CIRCULATION_STATISTICS.PDF

9. Book Sale And Memorial Statistics

   Documents:

   20200729BOOKSALE_MEMORIAL_STATISTICS.PDF

PUBLIC NOTICE:

LIBRARY BOARD OF TRUSTEES
VIRTUAL MEETING
Meeting login link can be found at:
http://www.fallschurchva.gov/LibraryBoard
Thursday, July 29, 2020, 7:00 P.M.

PLEASE DO NOT REMOVE THIS NOTICE
POSTED: 6-8-20

For more information contact Jennifer Carroll jcarroll@fallschurchva.gov
Visit www.fallschurchva.gov for more information.

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Mary Riley Styles Public Library
LIBRARY BOARD OF TRUSTEES MEETING AGENDA
Virtual Meeting: https://meet.lync.com/fallschurch-fallschurchva/jcarroll/S0W8CF5G?sl=1

Wednesday, July 29, 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/S0W8CF5G?sl=1

Public comments may be submitted to jcarroll@fallschurchva.gov until 7:30 p.m. on July 29, 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 jcarroll@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
    a. CBC Youth Representative Initiative Committee – number of student reps; fall meetings
3. Approval of June 11, 2020 Special Meeting Minutes
4. Approval of June 17, 2020 Meeting Minutes
5. Library report and announcements
6. Library Foundation report
7. Council Liaison report
8. Arts and Humanities Council report
9. Library Project Update
10. DRAFT 2020-2024 Five Year Plan
11. DRAFT FY20 Library Annual Report
12. Business not on the Agenda
13. Adjournment

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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.

MINUTES OF LIBRARY BOARD SPECIAL MEETING

PURPOSE OF MEETING: To review and approval of the Library Board of Trustees Statement related to the events of George Floyd's death and protests.

DATE OF MEETING: June 11, 2020

LOCATION: Meeting held via Skype.

NOTICE: This virtual meeting of the Appointments Committee was 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 were present at this meeting through electronic means. All members of the public may view this video of this meeting on the City's website at www.fallschurchva.gov/CouncilMeetings.

MEETING CALLED TO ORDER BY: Ms. Claudia Gutierrez at 7:00 PM

THOSE PRESENT:

Library Board Members

Ms. Stephanie Oppenheimer ✓
Mr. Jeff Peterson ✓
Mr. Chet De Long ✓
Ms. Molly Novotny ✓
Mr. Don Camp ✓
Ms. Chrystie Swiney ✓
Ms. Kathleen Tysse ✓

OTHERS PRESENT: Library Director Jenny and Senior Administrative Assistant Claudia Gutierrez

TOPICS OF DISCUSSION:

Upon a motion duly made by Mr. DeLong and seconded by Mr. Camp, the Resolution of the Statement was adopted to be discussed by the Library Board.

- The Board discussed the content of the statement and emphasized the importance of having diversity and inclusivity in the Community.

- The library website will include a web page with the Board's and the Director's statement regarding the death of Mr. George Floyd and subsequent events. It will also provide resources related to anti-racism.

- Once the Board approves the statement, Susan Finarelli, Director of Communications, will release it in the Falls Church Focus Newsletter and to the Falls Church News Press. It will be posted on the library's website and included in the weekly Library Newsletter.

- After a discussion on the content of the statement, the Board approved it as amended.

Upon a motion duly made by Mr. DeLong and seconded by Mr. Camp, the Library Board approved the revised edition of the statement.

ROLL CALL VOTE
Ms. Stephanie Oppenheimer **AYE**
Mr. Jeff Peterson **AYE**
Mr. Chet De Long **AYE**
Ms. Molly Novotny **AYE**
Mr. Don Camp **AYE**
Ms. Chrystie Swiney **AYE**
Ms. Kathleen Tysse **AYE**

MEETING ADJOURNED AT: 7:17 PM

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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MINUTES OF LIBRARY BOARD MEETING

PURPOSE OF MEETING: Regular Library Board Meeting

DATE OF MEETING: June 17, 2020

LOCATION: Meeting held via Skype.

NOTICE: This virtual meeting of the Appointments Committee was 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 were present at this meeting through electronic means. All members of the public may view this video of this meeting on the City's website at www.fallschurchva.gov/CouncilMeetings.

1.- MEETING CALLED TO ORDER BY: Ms. Claudia Gutierrez at 7:00 PM

THOSE PRESENT:

Library Board Members

Ms. Stephanie Oppenheimer: _✓_
Mr. Jeff Peterson: _✓_
Mr. Chet De Long: _✓_
Ms. Molly Novotny: _✓_
Mr. Don Camp: _✓_
Ms. Chrystie Swiney: _✓_
Ms. Kathleen Tysse: _✓_

OTHERS PRESENT: Councilwoman Marybeth Connelly, City Project Manager Lionel Millard, Library Director Jenny Carroll, and Senior Administrative Assistant Claudia Gutierrez

TOPICS OF DISCUSSION:

2.- RECEIPT OF PETITIONS

- The Library Director requested that the Board move the July Library Board Meeting date from the 15th to the 29th.

Upon a motion duly made by Mr. Camp and seconded by Ms. Oppenheimer, the Library Board approved moving the July 15th Board meeting to Wednesday July 29th.

ROLL CALL VOTE
Ms. Stephanie Oppenheimer **AYE**
Mr. Jeff Peterson **AYE**
Ms. Molly Novotny **AYE**
Mr. Don Camp **AYE**

Ms. Chrystie Swiney **AYE**
Ms. Kathleen Tysse **AYE**
Mr. Chet De Long **Abstained from voting since his period as a Board Member expires in June 2020.**

The Director asked if there was a quorum for the August 19th meeting. The Board decided to confirm or change the August meeting at the July 29th meeting.

- The Director asked the Board if they had any comments regarding the West End Small Area Plan Project since July 10, 2020 is the last day to submit any input to the Department of Community Planning & Economic Development Services.

- The Director updated the Board on the activity of the Gun Legislation Working Group and requested their recommendation regarding guns in the library. She reported that a majority of the Library Staff expressed their preference for having the most restrictive option for the library. After a discussion, the Board recommended supporting the most restrictive and protective policy for the library.

  Upon a motion duly made by Mr. Camp and seconded by Mr. DeLong, the Library Board supports the library staff that open carry and concealed carry weapons be prohibited in the library including ammunition, firearms, and components.

ROLL CALL VOTE
Ms. Stephanie Oppenheimer **AYE**
Mr. Jeff Peterson **AYE**
Mr. Chet De Long **AYE**
Ms. Molly Novotny **AYE**
Mr. Don Camp **AYE**
Ms. Chrystie Swiney **AYE**
Ms. Kathleen Tysse **AYE**

- The Director informed the Board that to add a point to the LEED certification for the library there is a requirement to state that the library is a non-smoking building and property within 25ft. of the entrance. She is providing a signed statement to the consultants for the LEED pre-submission. In the future, the change will be made to the Library Code of Conduct to reflect the same.

3.- LIBRARY PROJECT UPDATE

- Demolition is 95% complete. Various cuts to the wall concrete inside and outside the building still need to be made.
- The entire electrical conduit installation is in process for the drops, security equipment, and lighting.
- Framing work on the layouts of the new rooms started.
- Mechanical demolition for plumbing fixtures work started.
- The construction is on schedule.

4.- APPROVAL OF MAY 20, 2020 VIRTUAL MEETING MINUTES

Upon a motion duly made by Ms. Oppenheimer and seconded by Mr. DeLong, the Library Board approved the May 20, 2020 Virtual Meeting Minutes with minor changes.

ROLL CALL VOTE
Ms. Stephanie Oppenheimer **AYE**
Mr. Jeff Peterson **AYE**
Mr. Chet De Long **YES**
Ms. Molly Novotny **AYE**
Mr. Don Camp **YES**
Ms. Chrystie Swiney **AYE**
Ms. Kathleen Tysse **AYE**

5.- LIBRARY REPORT AND ANNOUNCEMENTS

- Curbside service was implemented to deliver reserves to patrons. As of June 15th, staff completed a total 377 pickups with an average of 40 pickups per day. Patrons are very pleased with the service provided.

- The Summer Reading Program, including a city staff program, has started online through Beanstack Software and Mobile App; to date there are 637 registrations. Virtual programming will continue through the summer.

- Two consent items will be submitted to City Council on Monday, June 22nd to authorize, for fiscal year 2021, the expenditure of more than $100,000 for Baker & Taylor (physical books) and Overdrive (e-resources).

- Circulation Supervisor Billette Ripy and Reference Supervisor Marshall Webster have created a webpage about anti-racism in response to the recent events. The webpage includes statements from the Library Board, the Library Director and access to an anti-racism collection of e-resources with unlimited check-outs. Additional information will be added regularly to the webpage about different events regarding this subject. Staff selectors are also regularly adding items to the library collection about diversity and inclusivity for both adults and youth.

- The Director and Mr. Webster will attend a meeting of the Falls Church History group panel and will offer library resources from the Local History Room. This group panel is formed by 25 people and will be discussing the importance of the history of Falls Church.

6.- LIBRARY FOUNDATION REPORT

- Don Camp, Foundation member, reported on the recent meeting including the upcoming annual solicitation drive, the new website, and their new logo. The main topic concerned their mentor and one of the founders of the Foundation, Mr. Chet DeLong. He is ending his fifth term on the library Board after 26 years of his volunteer service to the library. The Foundation wants to honor him and his services with an annual award in his honor. Mr. Camp read the Foundation statement that will

be released to the media regarding the Chet DeLong Award. The Board thanked the Foundation for recognizing all the valuable work from Mr. DeLong through all these years.

Upon a motion duly made by Mr. Camp seconded by Mr. Peterson, the Library Board officially thanked Mr. DeLong for his service to the library over these many years.

ROLL CALL VOTE
Ms. Stephanie Oppenheimer **AYE**
Mr. Jeff Peterson **AYE**
Mr. Chet De Long **ABSTAINED**
Ms. Molly Novotny **AYE**
Mr. Don Camp **YES**
Ms. Chrystie Swiney **AYE**
Ms. Kathleen Tysse **AYE**

The Library Director also thanked Mr. DeLong for all his hard work and support given to the library.

7.- COUNCIL LIAISON REPORT

The City budget has been trimmed. The CIP budget has passed first reading. COVID-19 phase II started and is preparing for phase III. There were discussions regarding the reopening of the City Government to the public. Council is also working on passing the Firearms Policy.

8.- ARTS AND HUMANITIES COUNCIL REPORT

Ms. Swiney is waiting for Council to be officially be sworn-in as a liaison. Next meeting is on Tuesday. However, she might not be able to attend all the meetings due to her lack of time. She offered to follow up with Staff Liaison Corey Jannicelli for updates. At the June 18th meeting they will discuss the Falls Church Art Policy.

9.- DRAFT POLICY CIRCULATION OF LIBRARY MATERIALS AND FINES/FEE SCHEDULE – 2ND READING

Upon a motion duly made by Mr. DeLong seconded by Ms. Swiney, the Library Board approved the Second Reading of the Draft Policy Circulation of Library Materials and Fines/Fee Schedule.

ROLL CALL VOTE
Ms. Stephanie Oppenheimer **AYE**
Mr. Jeff Peterson **YES**
Mr. Chet De Long **YES**
Ms. Molly Novotny **AYE**
Mr. Don Camp **AYE**
Ms. Chrystie Swiney **AYE**
Ms. Kathleen Tysse **No vote since she left the meeting early**

Upon a motion duly made by Mr. DeLong seconded by Mr. Peterson, the Library Board authorized the Director to wave overdue fines and fees as she sees fit.

ROLL CALL VOTE
Ms. Stephanie Oppenheimer **AYE**
Mr. Jeff Peterson **AYE**
Mr. Chet De Long **YES**
Ms. Molly Novotny **AYE**
Mr. Don Camp **AYE**
Ms. Chrystie Swiney **AYE**
Ms. Kathleen Tysse **No vote since she left the meeting early**

10.- DISCUSSION OF BROAD AND WASHINGTON DEVELOPMENT VOLUNTARY CONCESSIONS AND DRAFT LETTER

After a discussion and changes made to the draft letter, the Board approved it. The Board agreed to copy the approved letter to City Manager Wyatt Shields and to Planning Director Paul Stoddard. Councilman Connelly mentioned that this project has not been approved and there are still many steps along the way in the process of this project.

Upon a motion duly made by Mr. Camp seconded by Mr. DeLong, the Library Board approved the draft letter as amended.

ROLL CALL VOTE
Ms. Stephanie Oppenheimer **AYE**
Mr. Jeff Peterson **AYE**
Mr. Chet De Long **YES**
Ms. Molly Novotny **AYE**
Mr. Don Camp **AYE**
Ms. Chrystie Swiney **AYE**
Ms. Kathleen Tysse **No vote since she left the meeting early**

11.- BUSINESS NOT ON AGENDA

There was a question on when will be appropriate for the Board to have a tour of the library construction site with the proper safety equipment. The Director will ask Project Manager Millard and will inform the Board.

12.- ADJOURNMENT

Upon a motion duly made by Mr. Camp seconded by Mr. DeLong, the Library Board voted unanimously to adjourn the meeting at 8:43 PM.

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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Five Year Plan, 2020-2024
Adopted by the Library Board June XX, 2020

Mary Riley Styles Public Library
120 N. Virginia Avenue
Falls Church, VA 22046
www.fallschurchva.gov/library

Vision Statement

The Mary Riley Styles Public Library is an integral part of the community's intellectual, educational, recreational, business, and cultural life. The Library Board of Trustees and staff envision a future in which all of the community's interests are well represented in the Library's collections, a future in which all Falls Church residents can make use of the library's resources to enrich their own lives, and a future in which Falls Church residents turn to the Mary Riley Styles Public Library when the need for information is greater than the resources immediately at hand.

Mission Statement

The mission of the Mary Riley Styles Public Library is to provide and promote open access to reading, educational, recreational, cultural, intellectual and informational resources that enrich and enlighten all segments of our community. The library serves, through a reciprocal agreement, citizens within the Metropolitan Washington-Council of Governments region.

The Library's Board of Trustees and staff believe that:

1. The patron comes first.

2. Reading and learning are important responsibilities of citizenship, essential to individual growth and enrichment and are among the most enjoyable forms of recreation.

3. Reliable access to information and cultural resources is a right of citizenship in a democracy and fundamental to the preservation of democracy.

4. Readily accessible programs and services of the highest quality are necessary as is the relevance of those programs and services to all current and future populations served by the library.

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5. The importance and value of library services must be promoted to patrons by the staff, and creativity is encouraged.

6. It is necessary to stay abreast of social and technological change so as to always be of critical value to the community.

In light of the above, the following roles have been adopted to enable the library to fulfill its mission.

- **Learning center**, providing materials and guidance in continuing education and servicing student needs that complement school resources at all times, particularly when they are not available to students;
- **Children's door to reading**, fostering library and reading habits for children;
- **Information center**, providing information and information guides on a wide range of subjects and sources;
- **Popular (or recreational) library**, supplying fiction, non-fiction, DVDs, eBooks, eMagazines and eAudiobooks, as well as other materials in popular demand for leisure time, pleasure, and personal enlightenment;
- **Study center,** providing space and assistance for area students and;
- **Local History Room**, providing and preserving information on the historical and cultural aspects of Falls Church and the lives of prominent residents.

Assumptions about the City of Falls Church

1. The educational level of the community will remain above the average for the metropolitan area, but some individuals and groups within the community will continue to have an educational level significantly below the community's average.

2. Falls Church will remain a culturally diverse community, and the library's patrons will continue to represent numerous racial and ethnic groups.

3. Falls Church will remain an economically diverse community.

4. The library's financial position depends on its ability to make a strong case for the value of quality library service for the community.

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5. Falls Church's population size will increase due to its proximity to Washington, D. C.

Assumptions about Learning and Education

1. Lifelong learning is and will continue to be the key to personal satisfaction as well as economic and professional success for most people. It is essential if one is to understand the world in which we live.

2. The habit of lifelong learning is the result of recognizing reading and study as necessary and pleasurable activities. That recognition is most easily developed in childhood.

3. The Mary Riley Styles Public Library will continue to have a role as a supplemental educational resource for its patrons from preschool through graduate school.

4. The Mary Riley Styles Public Library will continue to be one of the main lifelong learning resources available to those not affiliated with a school or other educational institution.

Assumptions about Information Delivery

1. For economic, aesthetic, and practical reasons, books will continue to be one of the most effective means of communication. This will be true particularly for subtle and complex ideas, narrative materials, and works of limited appeal.

2. Electronic information technology continues to alter the way in which information is delivered in fundamental ways. A successful public library must monitor these changes and be prepared to respond. The impact will be most noticeable in the provision of bibliographic data, reference service, periodical publications, and eResources such as eBooks, eAudiobooks, eMagazines, and streaming video. Proliferation of eReader devices owned by patrons will create even more demand. First-rate library service will become more and more technology based.

3. The electronic information resources available in many homes and offices will continue to grow richer and more complex. Many people, however, will continue to require the assistance of information specialists to make the most of the resources available to them whether in their home, office, or library.

4. The publishing, sound recording, and film industries produce a large number of quality works that have a limited commercial appeal. The public library has a responsibility to assist in providing access to these works.

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Goals of the Library

These goals are not listed in priority order.

Goal 1: Continue to develop library automation and technology infrastructure that provides the basic core library services of an online catalog, circulation, technical services, and website capabilities as well as provide workstations for the benefit and use of the public and staff.

Goal 2: Provide excellent customer service to patrons, other City and area schools.

Goal 3: Increase the library's visibility throughout the City to make residents aware of the services and materials offered.

Goal 4: Continue to upgrade the existing facility to meet patrons' needs, technological demands, program accessibility, and facility upkeep.

Goal 5: Create cooperative efforts and partnerships by library staff with other governmental agencies, businesses, and non-profit clubs and organizations.

Goal 6: Continue to enhance the library's collection in a variety of media to meet the evolving informational, vocational, and recreational needs for all ages and interests and also provide programs of interest to all ages.

Goal 7: Continue educational opportunities for staff development and development and improvement of the library's administrative structure.

Five Year Plan

The format of this plan is formulated to more easily reflect the work in progress and as a resource document that can be quickly consulted. Many recurring tasks are accomplished each year, but the purpose of this plan is to project new tasks, not those that are recurrent in nature unless they hold particular significance for the library, staff work plan, or patrons. Tasks are grouped by fiscal years, and each task has a library department that is assigned to carry it out, a deadline for accomplishing the task, the goal the task addresses, and the results achieved. The following abbreviations have been used for the departments responsible for completing the tasks: AD, Administration; C, Circulation; IT, Automation; MT, Management Team; R, Reference Services; TS, Technical Services; and, YS, Youth Services. Please note that library automation has undergone a significant change in how it is administered, so IT related tasks, while on the plan, are not controlled by the library and what was specially IT library assigned staff.

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Fiscal Year 2020 (July 1, 2019 through June 30, 2020) - Completed

Tasks (FY20)	Department	Date Due	Goal #	Results
1. Evaluate staffing and programming needs for the new building.	MT, All staff	July 2021	All	**In Process. Carry forward to new FY.** Significant effort put into staffing the temporary facility and during COVID-19 event.
2. Construction on the library expansion and renovation project (start in December 2019).	AD, City Staff	July 2021	4	**In Process.** Started March 2020. Expected completion May/June 2021.
3. Moving to the temporary locations.	MT, City Staff	Fall 2019	4	**Completed.**
4. Revise meeting room management policy and procedures to incorporate spaces in the new building. Including evaluating room management software.	MT	June 2020	2, 4	**In Process. Carry forward to new FY.**
5. Complete strategic planning for when we are in the new building. Incorporate community feedback.	MT	June 2020	All	**Evaluating. Carry forward to new FY.**
6. Evaluate and develop schedule for local history room in the new building.	REF	June 2020	6	**In process. Carry forward to new FY.**
7. Assess NEH evaluation of the Local History Room and incorporate into the work plan.	REF	Dec 2019	6	**Completed.** Reference staff are working on short, medium, long term goals incorporated into their work plans.
8. Evaluate the marketing plan including social media and library website.	MT	June 2020	3	**In Process. Carry forward to new FY.**
9. Re-evaluate technology needs for library services including time/print management, wireless printing, point of sale system.	MT	Dec 2019	1	**In Process. Carry forward to new FY.** Technology inventory completed prior to the move to the temporary locations.
10. Develop Emergency Support Function-Volunteers/Donation management plan.	MT	Dec 2019	5	**In Process. Carry forward to new FY.** Plan draft completed. To be reviewed by OEM.

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Fiscal Year 2021 (July 1, 2020 through June 30, 2021)

Several tasks have been carried forward from FY20 due to impact of altered project timeline and COVID-19 crisis. Tasks are not listed in priority order.

Tasks (FY21)	Department	Date Due	Goal #	Results
1. Continue any construction necessary to complete project.	AD	April/May 2021	4	
2. Move back into the new building and prepare the building for re-opening to the public.	MT, All Staff	May/June 2021	4	
3. Planning and phasing library programs, services, staffing, and the building needs for the COVID-19 event.	MT	June 2021	All	
4. Hold a grand opening ceremony and coordinate with the Library Board and Library Foundation.	MT, All Staff	June/July 2021	4	
5. Update the vision and mission statements, assumptions, and goals to include diversity and inclusivity.	MT, All Staff, Library Board	June 2021	All	
6. Organizing and evaluating data collection and statistics including customer feedback and collection development to determine what data to collect and how to best use the information.	MT	June 2021	All	
7. Develop a technology plan – including post-COVID19 needs e.g. contactless service, time/print management, wireless printing, point of sale systems, room management software, and lending devices.	MT, ITS	June 2021	1, 4	**Partial carry forward from FY2020.**
8. Evaluate staffing and programming needs for the new building. Including the local history room schedule and the continuation curbside service.	MT, All staff	July 2021	All	**Carry forward from FY2020.**
9. Evaluate and revise policies to address changes to the new building and incorporate diversity/inclusivity. Including the code of conduct, materials selection, and meeting room policy.	MT	April 2021	2, 4	**Partial carry forward from FY2020.**
10. Evaluate the marketing plan including social media and library website.	MT	June 2021	3	**Carry forward from FY2020.**

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11. Develop Emergency Support Function-Volunteers/Donation management plan.	MT	Dec 2020	5	**Carry forward from FY2020. In Process.** Plan draft completed. To be reviewed by OEM.

Subsequent fiscal year tasks will be amended in the future as necessary and impacted by budget and staffing.

Fiscal Year 2022 (July 1, 2021 through June 30, 2022)

Tasks (FY22)	Department	Date Due	Goal #	Results
1. Evaluate community outreach programs and services.	MT, AD	June 2022	2	
2. Patron feedback/customer service feedback mechanism in place.	AD	June 2022	2	
3. Facilities management plan.	MT, DPW	June 2022	4	
4. Assess staffing needs.	MT	June 2022	2, 3, 5, 6, 7	

Fiscal Year 2023 (July 1, 2022 through June 30, 2023)

Tasks (FY23)	Department	Date Due	Goal #	Results
1. Complete strategic planning. Incorporate community feedback.	MT	June 2023	All	**Carry forward from FY2020.** Evaluating this task.
2. Solicit patron feedback/customer service feedback	AD	June 2023	2	

Fiscal Year 2024 (July 1, 2023 through June 30, 2024)

Tasks (FY23)	Department	Date Due	Goal #	Results
1. Solicit patron feedback/customer service feedback	AD	June 2024	2	

Adopted by the Library Board XX/XX/XXX

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MARY RILEY STYLES PUBLIC LIBRARY

FY20 | ANNUAL REPORT

JULY 1, 2019 - JUNE 30, 2020

Library Rennovation & Expansion Project

BUILDING NEWS

- Construction started on $10.9M expansion & renovation
- Library moved to temporary trailer at 601 S. Oak Street (at TJ Elementary School) in February/March 2020
- Renovated building expected to reopen in May/June 2021

29,500 sq feet

6500 sq foot addition!

ADA compliant · LEED certified · meeting & study rooms · bathrooms on all floors · new Local History Room

Responding to COVID-19

Served over 1070 people through curbside pickup service in May and June 2020

Provided 87 virtual programs serving 930 people between April-June 2020

Issued 524 people got new cards between April-June 2020

Honoring Chet DeLong

26+ years of service to the library – and still going strong!

Served on the Library Board of Trustees

Founding member of the Library Foundation

Regular weekly volunteer

Diversity & Social Justice

Call to action to assess policies and create programming

Providing resources to the community with new social and racial justice webpage

Continual assessment of the library collection incorporating diversity audits

MARY RILEY STYLES PUBLIC LIBRARY

Mary Riley Styles Public Library

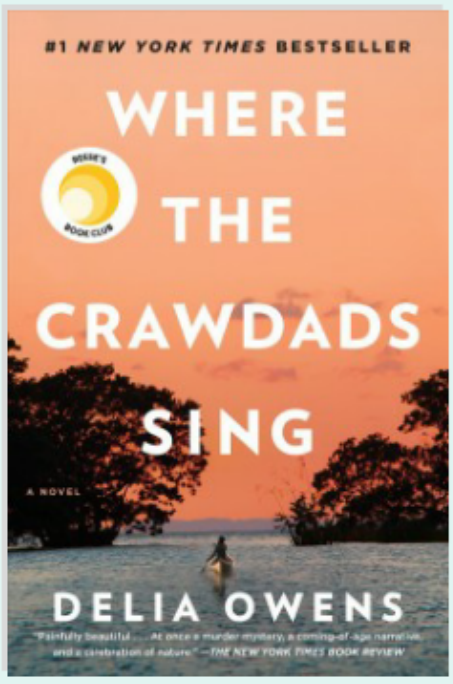
601 S. Oak St. [Temporary Location] | Falls Church, Virginia 22046 | 703-248-5030 (TTY 711) | www.fallschurchva.gov/library

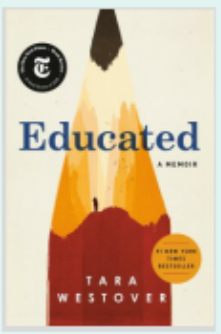
MARY RILEY STYLES PUBLIC LIBRARY

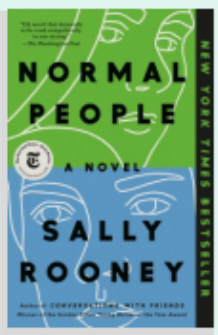
FY20 | by the NUMBERS

NOTE: Some library metrics below have dropped from FY19 due to closures relating to the library renovation and COVID-19.

Top 5 Checked Out Titles







34,148
Total Cardholders

2,505
New Cards Registered

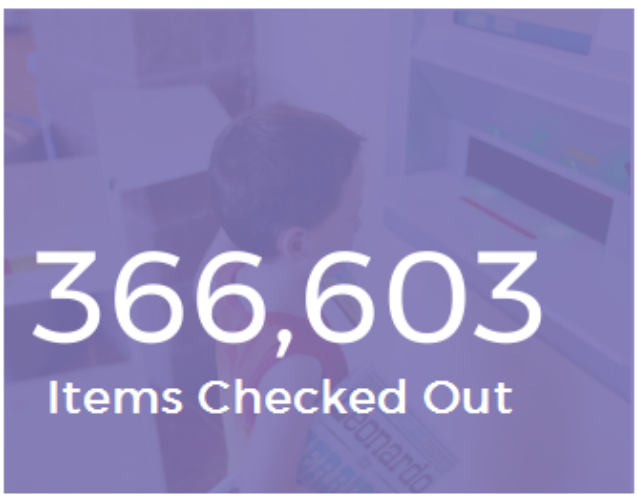
210,000
Visitors to the Library

FY20 ADOPTED BUDGET

$1,920,585	City Contribution
$152,000	State Aid
$42,800	Other Revenue
$2,115,385	Total Budget

6,147 hours
of Public Computer Use in the Library

143,904
Downloaded Ebooks, Audiobooks, Magazines, Songs, and Movies


366,603
Items Checked Out

448
Programs Offered

14,142
Program Attendance

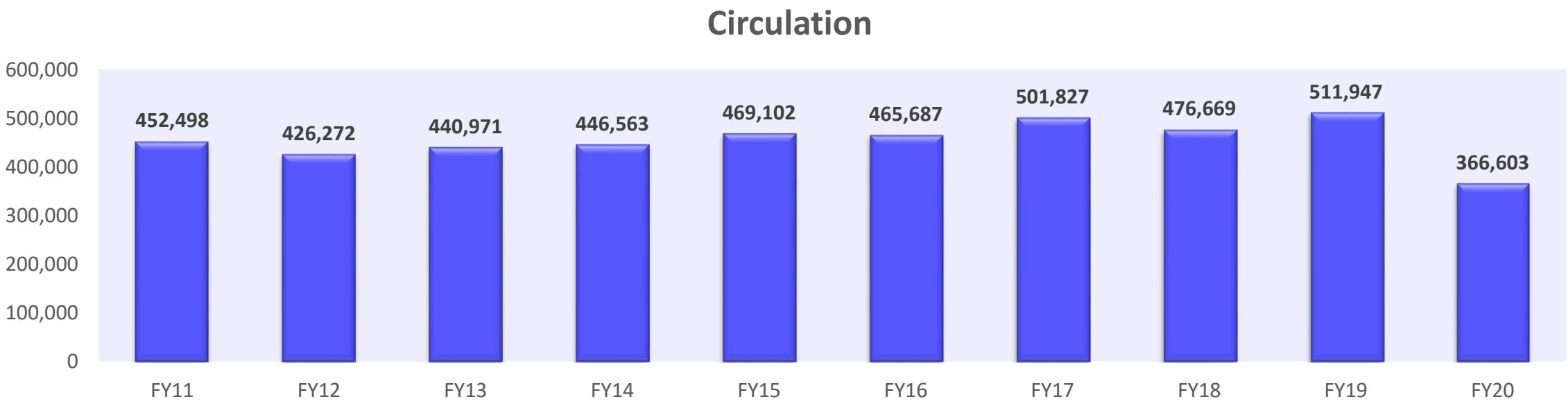
29,016
Reference Questions Answered

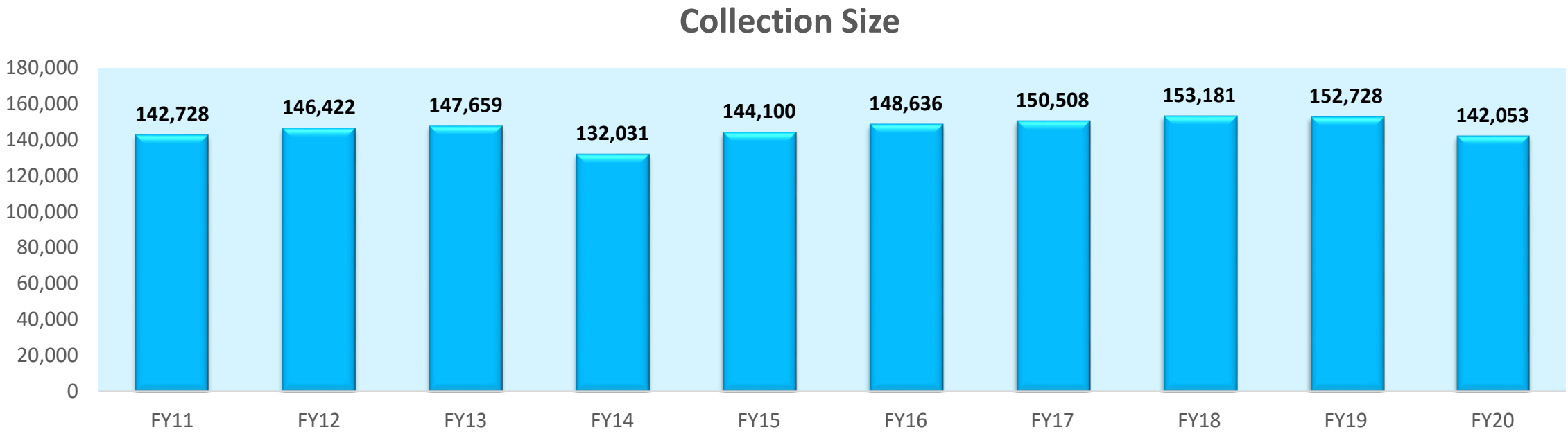
333,439
Page Views on Our Website

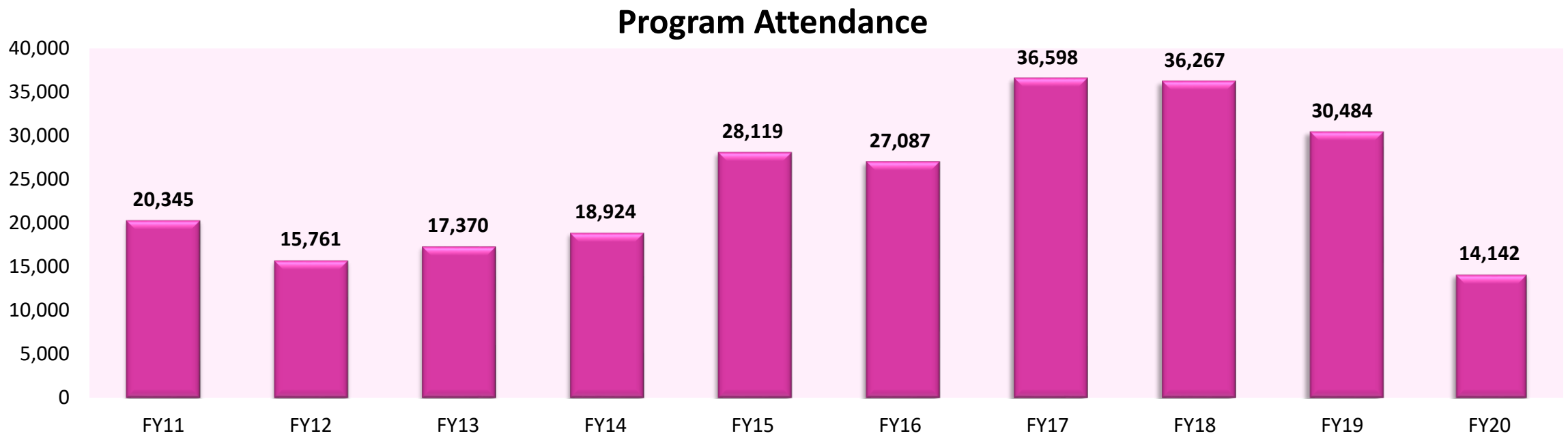
1,331
Volunteer Hours

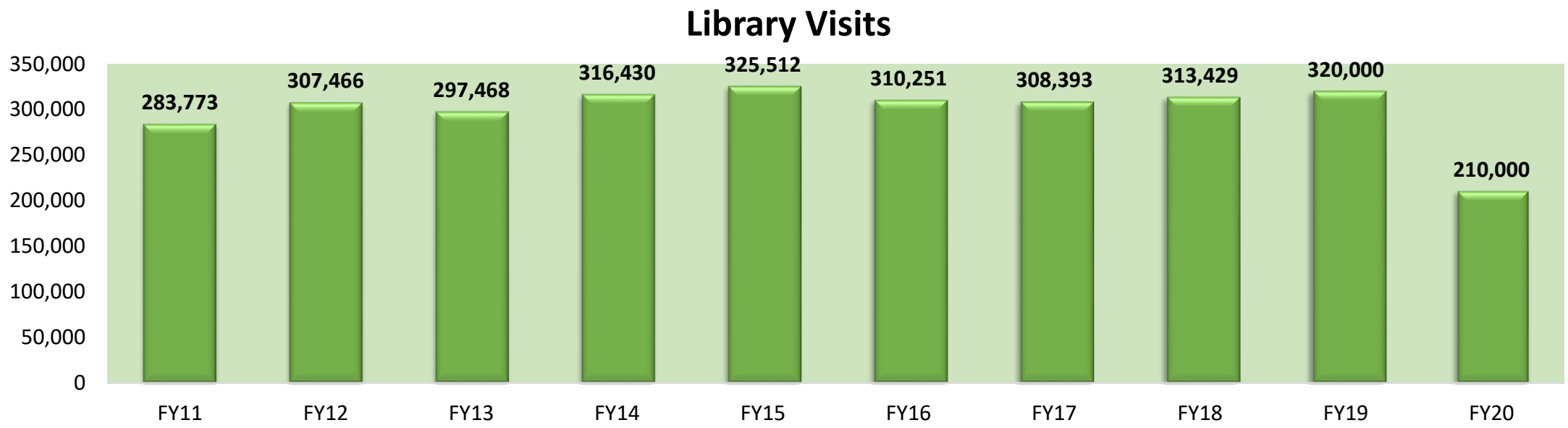
MARY RILEY STYLES PUBLIC LIBRARY

Mary Riley Styles Public Library
601 S. Oak St. [Temporary Location] | Falls Church, Virginia 22046 | 703-248-5030 (TTY 711) | www.fallschurchva.gov/library

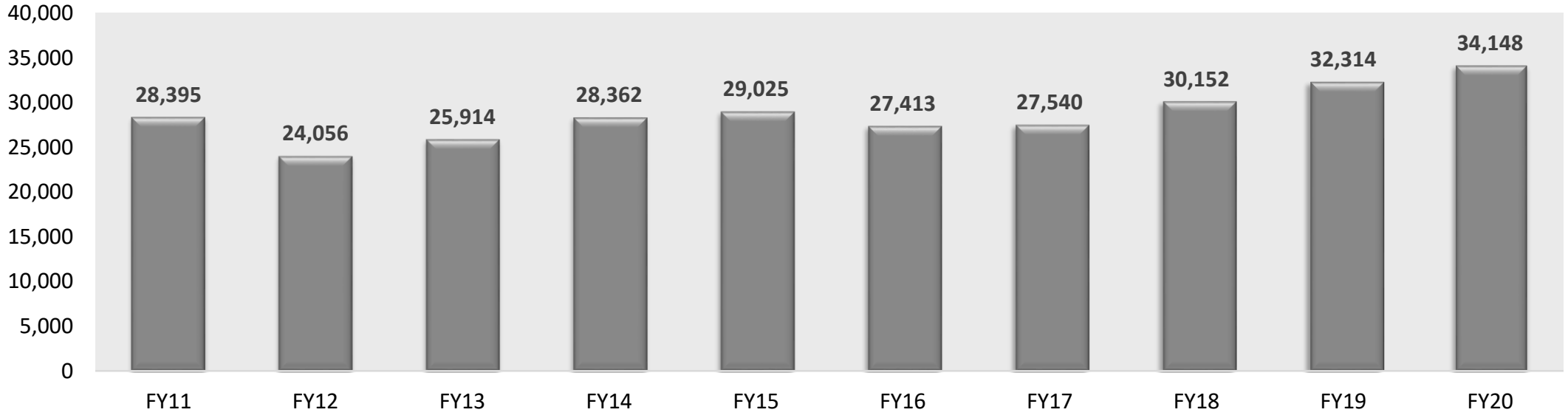

Circulation
600,000
500,000
400,000
300,000
200,000
100,000
0
452,498
426,272
440,971
446,563
469,102
465,687
501,827
476,669
511,947
366,603
FY11
FY12
FY13
FY14
FY15
FY16
FY17
FY18
FY19
FY20


Collection Size
180,000
160,000
140,000
120,000
100,000
80,000
60,000
40,000
20,000
0
142,728
146,422
147,659
132,031
144,100
148,636
150,508
153,181
152,728
142,053
FY11
FY12
FY13
FY14
FY15
FY16
FY17
FY18
FY19
FY20

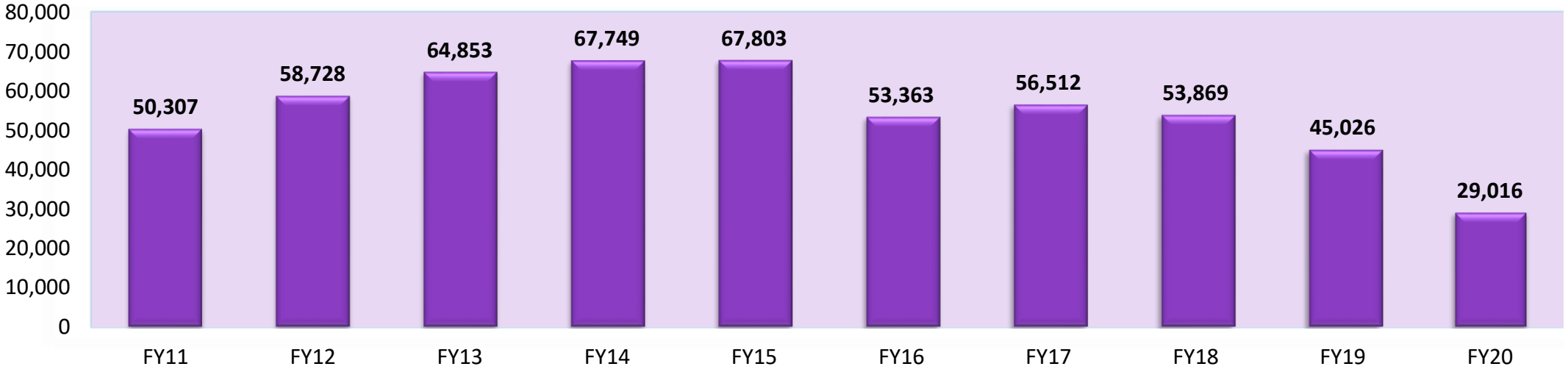

Program Attendance
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
0
20,345
15,761
17,370
18,924
28,119
27,087
36,598
36,267
30,484
14,142
FY11
FY12
FY13
FY14
FY15
FY16
FY17
FY18
FY19
FY20


Library Visits
350,000
300,000
250,000
200,000
150,000
100,000
50,000
0
283,773
307,466
297,468
316,430
325,512
310,251
308,393
313,429
320,000
210,000
FY11
FY12
FY13
FY14
FY15
FY16
FY17
FY18
FY19
FY20

Registered Borrowers



Questions Answered



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	912
Fiction	10,698	10811	10,878	10,960	11026	11132	11065	11086	11,135	11,221	11253	11252
Mystery	4,060	4054	4,071	4090	4119	4167	4186	4,198	4,235	4,255	4,259	4,258
Paperback	2	2	2	0	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	1,710
Romance	323	342	346	348	361	370	240	237	248	257	260	260
Graphic Novels	1,302	932	932	934	944	953	611	611	614	637	647	648
Total Fiction	**17,961**	**17,723**	**17,820**	**17,932**	**18,066**	**18,274**	**17,774**	**17,812**	**17,921**	**18,077**	**18,128**	**18,128**
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**	**1,232**
Microforms/CDROM	3	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	551
000-099	764	766	744	748	750	753	731	737	739	742	742	743
100-199	1,840	1,852	1,866	1,810	1,829	1,829	1,841	1,834	1,840	1,850	1,868	1,870
200-299	1,619	1,593	1,599	1,606	1,614	1,615	1,617	1,540	1,543	1,548	1,562	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	4,226
400-499	549	554	552	432	435	439	438	439	439	451	455	457
500-599	1,292	1,300	1,314	1,322	1,148	1,150	1,154	1,160	1,170	1,176	1,179	1,181
600-699	5,190	5,139	5,157	4,707	4,435	4,468	4,514	4,540	4,567	4,601	4,616	4,621
700-799	4,335	4,330	4,354	4,380	4,232	4,045	3,790	3,816	3,823	3,839	3,884	3,890
800-899	2,379	2,044	2,056	1,841	1,757	1,765	1,753	1,765	1,777	1,781	1,789	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	4,512
Folios	416	416	414	399	399	400	400	174	172	170	170	169
Bio	2,151	2,145	2,147	2,157	2,166	2,172	2,172	2,173	2,171	2,171	2,174	2,175
Travel	1,568	1,506	1,163	1,154	1,117	1,116	1,010	1,000	1,016	1,045	1,079	1,063
VaC	3,114	3,114	3,113	3,069	3,073	3,096	3,175	3,179	3,018	3,014	3,014	3,014
3 Day Loan (Fed Chkbk)	2	2	2	2	2	2	2	0	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**	**31,826**
Kits (Book Club)	136	128	124	124	124	114	29	27	26	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	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**	**51,215**

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	2,989
Books to go	232	232	232	232	238	238	237	236	230	230	229	229
Books to go bags	50	50	50	50	50	50	50	50	49	49	49	49
J Graphic Novels	881	902	916	950	968	951	967	963	961	961	984	985
Beginning Readers	1,187	1191	1,161	1167	1170	1,143	1,186	1,187	1,188	1,208	1,208	1,212
YA Fiction	1,529	1,583	1,608	1325	1,340	1,344	1,156	1,154	1,140	1,141	1,161	1,168
Storage	4	0	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	6,198
JE-easy	1,333	1,342	1,272	1,274	1,285	1,284	1,306	1,311	1,312	1,321	1,325	1,332
Board books	793	788	805	807	819	764	677	660	676	678	694	694
Series paperbacks	1	0	0	0	0	0	0	0	0	0	0	0
Holiday	0	0	0	0	0	0	0	0	0	0	0	0
Language	439	439	439	439	400	393	329	329	326	326	327	328
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**	**15,184**
Non Fiction												
Ref/Pro/Off	335	335	334	334	334	333	278	265	256	255	255	255
Parents	515	516	518	520	525	526	448	447	445	445	446	446
Teachers	123	124	124	124	124	123	96	96	96	96	96	96
J000-099	74	69	71	71	64	66	65	65	67	67	68	68
J100-199	49	45	47	47	41	46	46	46	46	46	46	46
J200-299	233	190	193	193	162	163	165	165	166	166	166	166
J300-399	987	848	799	799	802	811	699	697	699	699	702	702
J400-499	90	91	90	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	1,229
J600-699	712	708	710	710	713	713	604	603	605	605	608	608
J700-799	877	872	872	872	874	875	774	772	774	774	777	779
J800-899	365	252	253	253	255	255	208	209	208	208	210	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	1,134
J Bio	832	827	829	828	829	827	827	813	813	813	822	822
YA Non Fiction	303	303	303	245	259	259	267	267	263	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	6,914

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	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**	**22,099**
Periodicals (Adult and J)	**2,026**	**2,172**	**1,919**	**2,035**	**2,209**	**1,882**	**1,994**	**406**	**272**	**260**	**464**	**558**
Audio Visual Count												
Audio JY sets	**199**	**199**	**198**	**196**	**150**	**100**	**99**	**99**	**99**	**99**	**99**	**99**
Compact Discs Adult	3,815	3,812	1	0	0	0	0	0	0	0	0	0
Compact Discs Juv	727	727	0	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	1,828
Audio Discs Teaching Company	963	963	963	963	962	962	961	961	879	879	880	879
Audio Discs YA	107	107	107	107	54	41	43	0	0	0	0	0
Audio Disc Juv	681	680	621	596	532	534	434	435	435	435	436	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**	**3,143**
DVD Adult	4,949	4,132	4,147	4,180	4,205	4,258	4,304	4,238	4,250	4,262	4,259	4,259
DVD Teaching Company	373	371	371	371	382	382	407	409	409	409	409	411
DVD Juv	2,045	1,941	1,891	1,894	1,803	1,758	1,758	1,758	1,760	1,759	1,793	1,795
Total DVD	**7,367**	**6,444**	**6,409**	**6,445**	**6,390**	**6,398**	**6,469**	**6,405**	**6,419**	**6,430**	**6,461**	**6,465**
Total AV	**15,920**	**14,830**	**10,093**	**10,124**	**9,915**	**9,877**	**9,711**	**9,664**	**9,588**	**9,599**	**9,675**	**9,707**
1 wk obj (Backpacks, umbrellas)	8	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	3
Thermal Cameras	4	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	0
Unassigned	2	1	1	0	0	0	0	1	1	3	3	0
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**	**83,587**
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	15,187
Overdrive eaudios	4,073	4,121	4,169	4,219	4,296	4,386	4,425	4,455	4,528	4,597	4,632	4,841
RBDigital	3,707	32,981	33,493	34,605	34,605	35,313	35,849	36,841	37,150	38,015	38,431	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	23,812
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	82,271
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**	**165,858**

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	138	9,865
Ref/Pro/Off Ref	8	5	1	5	0	1	1	1	6	0	0	3	31
000-099	89	90	72	77	71	74	82	42	11	0	1	5	614
100-199	196	172	124	134	170	147	154	86	26	2	3	16	1,230
200-299	108	79	101	133	90	95	102	48	19	0	3	13	791
300-399	491	430	402	434	388	368	457	223	62	3	16	44	3,318
400-499	47	51	37	39	47	31	43	15	13	0	0	3	326
500-599	124	102	128	125	128	122	98	62	14	0	4	13	920
600-699	589	567	539	455	502	511	638	314	97	1	28	61	4,302
700-799	452	360	319	285	344	295	324	189	37	1	11	33	2,650
800-899	149	120	128	146	152	135	164	68	18	0	5	17	1,102
900-999	390	325	323	290	346	394	339	161	50	1	32	54	2,705
Travel	778	800	609	462	446	383	533	194	136	0	1	26	4,368
Biography	185	183	141	146	141	138	191	63	60	0	3	22	1,273
Folio	15	17	11	12	6	10	14	12	2	0	1	1	101
3 day loan	0	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**	**449**	**33,596**
Fiction													
NEW	1,239	1,199	1,059	1,026	990	964	1,030	414	346	19	125	144	8,555
Fiction	2707	2,599	2,225	2,153	1,885	2,010	2,031	959	688	27	144	324	17,752
Mystery	806	731	592	615	611	651	668	384	194	5	29	61	5,347
SF/Fantasy	438	405	359	307	342	341	346	161	136	3	17	24	2,879
Romance	94	109	71	67	95	109	82	72	41	2	1	6	7
Graphic Novel (Adult/YA)	412	438	329	250	199	226	200	129	162	6	4	17	2,372
Total Adult Fiction	**5,696**	**5,481**	**4,635**	**4,418**	**4,122**	**4,301**	**4,357**	**2,119**	**1,567**	**62**	**320**	**576**	**37,654**
Other													
Book Club Kits	8	9	11	8	2	6	10	0	0	0	0	0	54
Large Print (Fic & NF)	269	240	211	201	153	139	195	82	47	4	10	28	1,579
Paperbacks	0	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	42	2,003
Machine Readable Data (remove line)	0	0	0	0	0	0	0	0	0	0	0	0	0
Unassigned	1	0	0	0	0	0	0	0	0	0	0	0	1
Total Other	571	515	474	458	417	415	438	172	93	4	10	70	3,637
Total Adult Circulation	**11,344**	**10,759**	**9,319**	**8,880**	**8,668**	**8,469**	**9,000**	**4,227**	**2,532**	**84**	**510**	**1,095**	**74,887**

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	120	13,513
JOff/Ref/Pro	1	3	1	1	7	3	2	3	8	0	1	0	30
Parents	65	112	112	74	74	63	77	27	44	0	2	10	660
Teachers	8	22	10	9	5	4	5	7	6	0	0	0	76
Jbiography	457	420	308	400	303	184	208	191	150	3	7	30	2,661
Total JUV Non-Fiction	**2,940**	**2,733**	**2,140**	**2,264**	**1,926**	**1,347**	**1,726**	**869**	**796**	**12**	**27**	**160**	**16,940**
Fiction	2647	2,785	2,083	1,704	1,502	1,251	1,158	651	783	21	88	380	15,053
J Graphic Novels	1,316	1,333	1,075	1,094	978	833	869	417	416	4	35	161	8,531
J-Beg	1,709	1,599	1,353	1,201	1,204	939	1,063	538	473	0	37	145	10,261
JE Picture Books	4793	4,829	4,181	4,084	3,583	2,589	3,082	1,223	1,080	34	126	810	30,414
Books to Go	239	133	148	191	128	88	162	33	52	1	0	141	1,316
JE-easy	2,075	1,838	1,619	1,498	1,340	1,138	1,259	545	532	1	24	145	12,014
Other (Holiday/Language)													
Holiday	0	0	0	0	0	0	0	0	0	0	0	0	0
Language	148	115	167	107	92	82	80	38	37	0	0	6	872
Board Books	1,071	1,023	826	877	866	645	612	232	164	1	7	27	6,351
Series Books	0	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**	**1,815**	**84,812**
Total Juvenile	**16,938**	**16,388**	**13,592**	**13,020**	**11,619**	**8,912**	**10,011**	**4,546**	**4,333**	**74**	**344**	**1,975**	**101,752**
YOUNG ADULT COLLECTION													
YA Fiction	892	725	410	369	355	363	375	**153**	**214**	**0**	**13**	**57**	3,926
YA Non Fiction	118	116	73	51	69	72	78	**26**	**23**	**1**	**0**	**10**	637
Storage	0	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	67	**4,563**
Total Juv + YA	17,948	17,229	14,075	13,440	12,043	9,347	10,464	4,725	4,570	75	357	2,042	**106,315**
AUDIO VISUAL COLLECTION													
Audiobooks Adult	544	580	448	479	363	390	298	197	104	11	12	48	**3,474**
Audiobooks Juvenile	440	328	192	216	175	146	118	51	51	2	1	440	**2,160**
Audiobooks YA	25	16	11	17	9	14	9	1	0	0	0	25	**127**
Compact Discs Adult	380	435	41	0	0	0	0	0	0	0	0	380	**1,236**
Compact Discs Juvenile	107	102	12	0	0	0	0	0	0	0	0	107	**328**
DVD Adult	3603	3,565	2,982	2,916	2,705	3,035	2,663	1,574	1,111	13	109	3,603	**27,879**
DVD Juvenile	1684	1,620	1,189	1,094	990	716	785	377	328	5	12	1,684	**10,484**

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	8	**396**
Total AV Circulation	**6,833**	**6,705**	**4,968**	**4,796**	**4,296**	**4,301**	**3,873**	**2,200**	**1,594**	**31**	**134**	**6,287**	**46,018**
Overdrive eBooks	4,923	4,875	4,366	4,129	4,210	4,802	5,029	4,539	5,317	6,787	7,142	7,128	**63,247**
RB Digital ebooks	4	2	2	2	5	5	2	4	1	2	6	3	**38**
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	7,131	**63,285**
Freegal	1,818	1,608	1,734	1,677	1,740	1,845	1,879	1,968	2,264	2,067	1,980	2,030	**22,610**
Overdrive eaudiobooks	2,288	2,281	2,178	2,205	2,143	2,342	2,521	2,397	2,192	2,417	2,639	2,899	**28,502**
Rbdigital eaudiobooks	71	92	107	166	205	160	162	205	154	150	194	169	**1,835**
RB Digital Magaz. replaced Zinio 10/23	722	969	995	908	883	857	792	854	1,013	1,074	1,127	940	**11,134**
RB Digital Comics		9	27	4	3	0	4	16	8	34	15	-	**120**
RB Digital Entertainment		82	316	42	304	256	310	258	543	618	496	647	**3,872**
Kanopy Streaming	256	623	856	714	741	896	896	864	1,635	2,006	1,651	1,408	**12,546**
Total Digital Collection	**10,082**	**10,541**	**10,581**	**9,847**	**10,234**	**11,163**	**11,595**	**11,105**	**13,127**	**15,155**	**15,250**	**15,224**	**143,904**
1 Week Loan Obj (backpacks, umbrella	4	4	0	7	0	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	0	**2**
Thermal Cameras	5	2	3	2	3	7	2	1	2	0	0	0	**27**
Toy Kits													**0**
TOTAL Circulation	**45,206**	**44,399**	**38,463**	**36,552**	**34,820**	**32,852**	**34,481**	**22079**	**21,588**	**15,344**	**16,238**	**24,581**	**366,603**
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**	**33,591**	**333,439**
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	0	4,000
Downstairs (minutes)	55,206	46,263	**38,761**	40,149	37,384	34,735	36,787	**	**	0	0	0	289,285
Upstairs (logons) 8/6 Computers	211	226	**193**	216	158	164	173	**	**	0	0	0	1,341
Upstairs (minutes)	8,128	9,247	**6,174**	5,413	5,818	6,630	6,491	**	**	0	0	0	47,901
Juvenile (logons) 2 Computers	63	74	**66**	62	54	45	48	**	**	0	0	0	412
Juvenile (Minutes)	5,539	5,714	**5,956**	6,030	3,262	2,087	3,029	**	**	0	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	0	2,819
Pages	1,530	1,503	1,073	1,183	1,380	928	1,349	**	**	0	0	0	8,946
Color Printer (Xerox)--formerly "downstairs"													
Jobs	120	90	66	77	48	75	60	**	**	0	0	0	536
Pages	287	337	318	209	110	207	147	**	**	0	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	$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	3,915	25,868
Total Automatic Renewals	0	0	0	0	5,245	6,181	5,932	875	2,140	0	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	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	187	
City Adult	8,244	8,345	8,415	8,451	8,496	8,532	8,565	8,593	8,598	8,614	8,600	8,612	
City Senior	1,865	1,887	1,910	1,931	1,953	1,964	1,982	1,999	2,011	2,006	2,008	2,011	
Total City Adult	**10,277**	**10,401**	**10,493**	**10,552**	**10,625**	**10,674**	**10,726**	**10,763**	**10,779**	**10,788**	**10,783**	**10,810**	**10,810**
City YA	1,290	1,297	1,316	1,325	1,317	1,316	1,322	1,323	1,327	1,327	1,323	1,308	
City Juv	1,251	1,247	1,384	1,367	1,358	1,350	1,337	1,324	1,308	1,285	1,272	1,259	
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**	**2,567**	**0**
Total City Patrons	**12,818**	**12,945**	**13,193**	**13,244**	**13,300**	**13,340**	**13,385**	**13,410**	**13,414**	**13,400**	**13,378**	**13,377**	**13,377**
*** 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	14,988	
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	3,851	
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**	**18,839**	**18,839**
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	1,198	
Out of City Juvenile	868	863	857	843	834	825	808	799	788	768	753	734	
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**	**1,932**	**23,845**
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	20,771	**20,771**
Total Registered Patrons	32,553	32,863	33,265	33,416	33,561	33,707	33,854	33,956	34,051	34,086	34,070	34,148	**34,148**
# New Patrons Added	264	301	411	210	169	157	210	134	125	159	178	187	2,505

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	FY Totals
Gabbie													
Unique Numbers	550	576	552	525	412	380	319	68	228	51	59	137	3,857
Sucessful Renewal	361	382	370	364	260	223	161	26	90	2	0	2	2,241
Total Messages Sent/Received	2,613	2,495	2,378	2,430	1,834	1,769	1,492	305	1,119	536	474	1,147	18,592

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**