# Mary Riley Styles Public Library Board of Trustees Virtual Meeting

Wednesday, September 16, 2020 at 7:00 p.m.

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

**https://meet.lync.com/fallschurch-fallschurchva/jcarroll/82QW4DZC**

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:

   20200916_PUBLIC_NOTICE_LIBRARY_BOARD_VIRTUAL_MEETING.PDF

2. Library Board Virtual Meeting Agenda

   Documents:

   20200916 LIBRARY_BOARD_AGENDA.PDF

3. DRAFT Meeting Minutes August 19, 2020

   Documents:

   20200819 DRAFT_BOARD_MTG_MINUTES_AUGUST19.PDF

4. DRAFT Missing And Damaged Items Policy First Reading

   Documents:

   20200916_1ST_RDNG_LBOTCIRC-4 MISSINGANDDAMAGED_ITEMSPOLICY.PDF

5. Broad And Washington Voluntary Concessions Letter

   Documents:

20200617 FINAL_LETTER_BROADWASHINGTONVCS_SIGNED.PDF

6. Collection Statistics

   Documents:

   20200916COLLECTION_STATISTICS.PDF

7. Circulation Statistics

   Documents:

   20200916CIRCULATION_STATISTICS.PDF

8. Booksale And Memorial Statistics

   Documents:

   20200916BOOKSALE_MEMORIAL_STATISTICS.PDF

# PUBLIC NOTICE:

**LIBRARY BOARD OF TRUSTEES**
**VIRTUAL MEETING**
**Meeting login link can be found at:**
**http://www.fallschurchva.gov/LibraryBoard**
**Wednesday, September 16, 2020, 7:00 P.M.**

***PLEASE DO NOT REMOVE THIS NOTICE***
***POSTED: 9-10-2020***

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

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 703 248-5014, (TTY 711).

**Mary Riley Styles Public Library**
**LIBRARY BOARD OF TRUSTEES MEETING AGENDA**
**Virtual Meeting:** https://meet.lync.com/fallschurch-fallschurchva/jcarroll/82QW4DZC

Wednesday, September 16, 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/82QW4DZC.

Public comments may be submitted to jcarroll@fallschurchva.gov until 7:30 p.m. on September 16, 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
3. Approval of August 19, 2020 Meeting Minutes
4. Library report and announcements
5. Library Foundation report
6. Council Liaison report
7. Arts and Humanities Council report
8. Library Project Update
9. Library Operations discussion
10. 1st Reading: DRAFT Circulation Policy – Missing and Damaged Items
11. Broad and Washington Voluntary Concessions discussion
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 MEETING

**PURPOSE OF MEETING**: Regular Library Board Meeting

**DATE OF MEETING**: August 19, 2020

**LOCATION**: Meeting held via Skype.

**NOTICE:** This virtual meeting of the Library Board of Trustees 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/362/Library-Board-of-Trustees

**1.- MEETING CALLED TO ORDER BY**: Stephanie Oppenheimer 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: _✓ (late)
Ms. Kathleen Tysse: _✓_ (late)
Ms. Chrystie Swiney: _✓_ (late)

**OTHERS PRESENT**: Robert Almand, Centennial Senior Program General Manager, City Project Manager Lionel Millard and Library Director Jenny Carroll.

Item # 9 (Library Project Update) was moved up in the agenda to the start of the meeting after Receipt of Petitions.

**TOPICS OF DISCUSSION**:

**2.- RECEIPT OF PETITIONS**

- None

**3.- LIBRARY PROJECT UPDATE**

- Mr. Robert Almand presented a safety review in preparation for the Board tour of the construction site tentatively planned for 3:30pm Thursday, September 3, 2020. Mr. Peterson and Ms. Novotny both stated that they will be out of town on that day.
- Lionel Millard reported that significant process has been made on the project – a majority of the underground rough-ins for electrical and plumbing have been completed, the low voltage vendor is mobilized, BARCO completed all of the openings and cutouts. The slab on grade has not been completed due to rain. The addition walls are up to the main floor.
- Mr. Millard reported four change orders to date. In June, notice was given by Centennial for weather delays to the schedule. Three additional days were approved moving the date of substantial completion to April 16th instead of April 13th.
- Mr. Almand commented that they have re-organized the schedule and are running tasks out of order due to the weather. They want to be under roof before the cold weather (approximately November).

Ms. Carroll experienced difficulties with the Skype client and was ejected from the meeting. After several minutes she re-established a connection and started recording the meeting. The notice regarding the virtual meeting was read and roll call was taken again.

- Mr. Peterson had two questions regarding the project for Mr. Millard. He asked where the LEED score stood. Mr. Millard stated that the review was happening right now and some points would not be determined till the end of the project. He stated that he would consult the architect for an estimated date of completion. Mr. Peterson also asked if the contingency funds had been affected by the adjustments. Mr. Millard stated that they had in fact gained contingency funds due to the buyout process.

**4.- APPROVAL OF JANUARY 9, 2020 VIRTUAL SPECIAL MEETING MINUTES**

**Upon a motion duly made by Mr. Camp and seconded by Mr. De Long, the Library Board approved the January 9, 2020 Virtual Special Meeting Minutes with minor changes.**

**ROLL CALL VOTE**

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

**5.- APPROVAL OF JULY 29, 2020 VIRTUAL MEETING MINUTES**

Ms. Oppenheimer noted before the approval of the July minutes that the Approval of the FY20 Library Annual Report did not have a second to the motion and would have to be voted on again during the August meeting. The July minutes reflect the omission and the font color will be changed from red to black.

**Upon a motion duly made by Mr. Camp and seconded by Mr. De Long, the Library Board approved the July 29, 2020 Virtual Meeting Minutes with minor changes.**

**ROLL CALL VOTE**

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

**6.- APPROVAL OF FY20 LIBRARY ANNUAL REPORT**

**Upon a motion duly made by Mr. DeLong, he moved that the annual report be approved as presented and with the minor corrections noted; Mr. Camp seconded the motion.**

**ROLL CALL VOTE**

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

**7.- LIBRARY REPORT AND ANNOUNCEMENTS**

- Ms. Carroll made a statement regarding Dan Sze's passing. She stated that he was supportive of the project and had become a champion for the project.
- The next Community Conversations session is August 26th. Author Jeffery Blount will be interviewed regarding his fiction work entitled The Emancipation of Evan Walls regarding racial bullying.
- Curbside service will continue through September and October
- Summer Reading has had 885+ registrations of children, teens, adults, and city employees.

- The Falls Church News Press had an online article about the programs and services provided during the COVID-19 crisis.
- Ms. Carroll provided an update on FY21 work plan tasks. Including re-opening the exterior book drop, starting work on the vision/mission statements, reviewing data related to the collection to assist in opening the book drop, work on the technology plan, and evaluating policies and assigning teams for initial research.
- Ms. Carroll reported that the memo about the West Falls project was sent to Carly Aubrey, Principal Planner. Ms. Aubrey provided an answer to the first questions which was emailed to the Board; Ms. Carroll stated that she is awaiting the response to the other two questions from Mr. Wyatt Shields, City Manager, and Ms. Kiran Bawa, Finance Director.
- The Board's request and questions related to the collection will be covered at a future meeting once a new person has been appointed.
- The Board asked questions about opening the exterior book drop and building to the public. Ms. Carroll stated that the size of the trailers is a major limiting factor. The shelving is mostly full and an influx of material will quickly become an issue. Items are being quarantined and higher numbers will require space to complete the 48-hour minimum quarantine. Staff are working on a plan to open the exterior drop and re-institute due dates. Opening the building is complicated by the size of the trailer and staffing.

**8.- LIBRARY FOUNDATION REPORT**

- Mr. Camp stated the Foundation Board met last week. Topics included the new logo and website, appreciation banner for staff, and elections. Jess Sabo is the new treasurer and Mr. Camp is the new secretary.
- Ms. Tysse, who serves on the Foundation's Development Committee, reported that the committee is working on plans to restore/paint chairs from the old building to use in a fundraiser. The chairs were donated to the Foundation for this purpose.

**9.- COUNCIL LIAISON REPORT**

- Ms. Connelly reported that the gun ordinance was passed 6-0 at the August 10th meeting. Council is on hiatus until September including the Appointments Committee. There will be a special election in November for Dan Sze's seat. Sheriff Bittle has resigned and Metin Cay will serve as the interim sheriff until next year's election.

**10.- ARTS AND HUMANITIES COUNCIL REPORT**

- Ms. Swiney reported that recent topics included Founder's Row public art and the West Falls project. She stated that she would not be able to attend tomorrow's meeting; the topic will be the Falls Church Public Art Policy.

**13.- BUSINESS NOT ON THE AGENDA**

- Virtual Board meetings in the fall will continue using MS Teams. The Board will be provided information on the transition.

**14.- ADJOURNMENT**

**Upon a motion duly made by Jeff Peterson seconded by Don Camp, the Library Board voted unanimously to adjourn the meeting at 8:47 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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DRAFT

**Mary Riley Styles Public Library**

**LIBRARY POLICY MANUAL**

| | | |
|---|---|---|
| **SECTION:** | **Circulation Services & Technical Services** | **Date Issued:** |
| | | **Revised:** |
| **SUBJECT:** | **Missing Items Policy** | **Attachment(s):** |

## I. Purpose

The purpose of this policy is to provide guidelines for handling items that are missing from the collection, but have an "on shelf" status in the Library's online catalog.

## II. Definitions

**Missing items:** Items that have an "on shelf" database status, but are not on the shelf.

**Public Service staff:** Library staff who deal directly with the public, e.g. Reference, Circulation, and Youth Services staff members.

## III. Policy

It is the policy of the Library to make every attempt to locate items that have an "on shelf" database status, but are not, in fact, on the shelf. When "on shelf" titles cannot be found, staff check these items out to the Trace card, both to give a due date to the missing items and to initiate a search procedure.

If, however, a patron places a reserve request for a missing "on shelf" item, or if staff needs to examine a title for professional purposes, the item is handled as an open hold. (See the Open Hold Policy)

## IV. Procedures

1. Search the collection for the requested/needed item; **(Public Service staff)**

2. If not found, check the item out to the Trace card with a 3-month due date placed as an override date; **(Public Service staff)**

3. Print out a list of all items checked out to the Trace card two times a month, normally the second and fourth Mondays of each month; **(Systems Manager and Technical Services staff)**

4. Search the shelves for the items on the Trace printout report; **(Technical Services volunteers)**

DRAFT

5. Check in the items that are found; **(Technical Services staff)**

6. Return the Trace printout report to the Technical Services Supervisor after the shelves are checked; **(Technical Services staff)**

7. If the item is not found after the 3-month search, give a copy of the record to the appropriate selector; **(Technical Services staff)**

8. Reorder the item or discard it by placing a copy of the title record in the box on the discard shelf in Technical Services; **(Selector)**

9. Delete the records designated for discard. **(Technical Services staff)**

DRAFT

June 22, 2020

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 Broad/Washington 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 Founder's Row 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 building permit) is preferable to payment later in the process.

4) **Use of Concession Payment**: It is our understanding that current City practice is 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.

   Instead, the Board believes that concessions intended to offset major developments should be used to upgrade Library facilities and services to help meet the demands placed on the Library by the new residents. We recommend that the Broad/Washington 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 Broad and Washington project.

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

Sincerely,

Stephanie Oppenheimer
Chair
Mary Riley Styles Library Board of Trustees

Cc: Wyatt Shields, City Manager
Paul Stoddard, Planning Director

# Collection Statistics

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **ADULT COLLECTION** | | | | | | | | | | | | |
| **Non-Fiction** | | | | | | | | | | | | |
| NEW* | 1,111 | 1,121 | | | | | | | | | | |
| Non Fiction | 24,834 | 25032 | | | | | | | | | | |
| Ref/Off.Ref/Pro | 552 | 554 | | | | | | | | | | |
| Travel | 1,073 | 1,054 | | | | | | | | | | |
| Bio | 2,177 | 2,181 | | | | | | | | | | |
| Folios | 169 | 170 | | | | | | | | | | |
| 3 Day Loan | 0 | 0 | | | | | | | | | | |
| VaC | 3,014 | 3,014 | | | | | | | | | | |
| **Total Non Fiction** | **31,819** | **32,005** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Fiction** | | | | | | | | | | | | |
| NEW* | **778** | **855** | | | | | | | | | | |
| Fiction | **11,297** | **11,404** | | | | | | | | | | |
| Mystery | 4,263 | 4287 | | | | | | | | | | |
| SF/Fantasy | 1,710 | 1720 | | | | | | | | | | |
| Romance | 263 | 269 | | | | | | | | | | |
| Graphic Novels | 646 | 663 | | | | | | | | | | |
| **Total Fiction** | **18,179** | **18,343** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Other** | | | | | | | | | | | | |
| Kits (Book Club) | 26 | 26 | | | | | | | | | | |
| Large Print (Fic/NF) | 1,234 | 1239 | | | | | | | | | | |
| Periodicals (Adult and J) | 508 | 601 | | | | | | | | | | |
| **Total Other** | **1,768** | **1,866** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **TOTAL Adult Collection** | **51,766** | **52,214** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **JUV COLLECTION** | | | | | | | | | | | | |
| **Non Fiction** | | | | | | | | | | | | |
| J Non-Fiction | 5,009 | 5,019 | | | | | | | | | | |
| Ref/Pro/Off | 255 | 255 | | | | | | | | | | |
| Parents | 446 | 446 | | | | | | | | | | |
| Teachers | 96 | 96 | | | | | | | | | | |

# Collection Statistics

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| J Bio | 822 | 824 | | | | | | | | | | |
| **Total J Non-Fiction** | **6,628** | **6,640** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Fiction** | | | | | | | | | | | | |
| J Fiction | 2,991 | 3037 | | | | | | | | | | |
| J Graphic Novels | 983 | 994 | | | | | | | | | | |
| J Beginning Readers | 1,213 | 1221 | | | | | | | | | | |
| JE picture books | 6,204 | 6,230 | | | | | | | | | | |
| Books to go | 229 | 229 | | | | | | | | | | |
| Books to go bags | 49 | 49 | | | | | | | | | | |
| JE-easy | 1,330 | 1,335 | | | | | | | | | | |
| **Other** | | | | | | | | | | | | |
| Language | 328 | 328 | | | | | | | | | | |
| Board books | 694 | 707 | | | | | | | | | | |
| Juv Kits | 1 | 1 | | | | | | | | | | |
| **Total J Fiction** | **14,022** | **14,131** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **TOTAL Juvenile** | **20,650** | **20,771** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **YOUNG ADULT** | | | | | | | | | | | | |
| YA Fiction | 1,169 | 1,212 | | | | | | | | | | |
| YA Non Fiction | 263 | 268 | | | | | | | | | | |
| **Total YA** | **1,432** | **1,480** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **TOTAL J + YA** | **22,082** | **22,251** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Audio Visual Collection** | | | | | | | | | | | | |
| Audio Discs Adult | 1,831 | 1,848 | | | | | | | | | | |
| Audio Discs Teaching Co | 879 | 879 | | | | | | | | | | |
| Audiobooks Juvenile | 449 | 451 | | | | | | | | | | |
| Audiobooks YA | 0 | 0 | | | | | | | | | | |
| DVD Adult | **4,286** | **4,292** | | | | | | | | | | |
| DVD Teaching Co | 411 | 411 | | | | | | | | | | |
| DVD Juvenile | 1,805 | 1,810 | | | | | | | | | | |
| JY Audio (Book/CD set) | 98 | 98 | | | | | | | | | | |
| **TOTAL AV** | **9,759** | **9,789** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

# Collection Statistics

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Other Items** | | | | | | | | | | | | |
| 1 wk obj (Backpacks, umbrellas) | 8 | 8 | | | | | | | | | | |
| 3 wk obj (gardening kits) | 3 | 3 | | | | | | | | | | |
| Thermal Cameras | 4 | 4 | | | | | | | | | | |
| Unassigned | 0 | 1 | | | | | | | | | | |
| **Total Other** | **15** | **16** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **TOTAL PHYSICAL COLLECTION** | **83,622** | **84,270** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Electronic Records Count** | | | | | | | | | | | | |
| Overdrive ebooks | 15,361 | 15,533 | | | | | | | | | | |
| Overdrive eaudios | 4,886 | 4,941 | | | | | | | | | | |
| RBDigital | 3,088 | 3,088 | | | | | | | | | | |
| Kanopy | 23,874 | 23,874 | | | | | | | | | | |
| Total Electronic Records | 47,209 | 47,436 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total MRSPL Collection** | **130,831** | **131,706** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Cataloging Stats** | | | | | | | | | | | | |
| **Items cataloged** | 367 | 693 | | | | | | | | | | |
| **Items deleted** | 207 | 57 | | | | | | | | | | |

# Circulation Statistics

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **ADULT COLLECTION** | | | | | | | | | | | | |
| Non Fiction | | | | | | | | | | | | |
| NEW Nonfiction | 142 | 151 | | | | | | | | | | |
| Nonfiction | 342 | 369 | | | | | | | | | | |
| Ref/Pro/Off Ref | 1 | 0 | | | | | | | | | | |
| Travel | 31 | 37 | | | | | | | | | | |
| Biography | 18 | 26 | | | | | | | | | | |
| Folio | 0 | 0 | | | | | | | | | | |
| 3 day loan | 0 | 0 | | | | | | | | | | |
| VAC | 0 | 0 | | | | | | | | | | |
| **Total Adult Non Fiction** | **392** | **432** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| Fiction | | | | | | | | | | | | |
| NEW | 174 | 254 | | | | | | | | | | |
| Fiction | 432 | 456 | | | | | | | | | | |
| Mystery | 78 | 110 | | | | | | | | | | |
| SF/Fantasy | 33 | 25 | | | | | | | | | | |
| Romance | 14 | 8 | | | | | | | | | | |
| Graphic Novel (Adult/YA) | 41 | 34 | | | | | | | | | | |
| **Total Adult Fiction** | **598** | **633** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| Other | | | | | | | | | | | | |
| Book Club Kits | 0 | 0 | | | | | | | | | | |
| Large Print (Fic & NF) | 42 | 63 | | | | | | | | | | |
| Periodicals (adult, J, YA) | 23 | 21 | | | | | | | | | | |
| Machine Readable Data (remove line) | 0 | 0 | | | | | | | | | | |
| Unassigned | 0 | 0 | | | | | | | | | | |
| **Total Other** | 65 | 84 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Adult Circulation** | **1,055** | **1,149** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

| **JUVENILE COLLECTION** | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Non-Fiction | 177 | 134 | | | | | | | | | | |
| JOff/Ref/Pro | 0 | 3 | | | | | | | | | | |
| Parents | 10 | 13 | | | | | | | | | | |
| Teachers | 2 | 0 | | | | | | | | | | |
| Jbiography | 28 | 31 | | | | | | | | | | |
| **Total JUV Non-Fiction** | **217** | **181** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| J Fiction | 420 | 420 | | | | | | | | | | |
| J Graphic Novels | 187 | 174 | | | | | | | | | | |
| J-Beg | 261 | 201 | | | | | | | | | | |

# Circulation Statistics

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| JE Picture Books | 1232 | 1,021 | | | | | | | | | | |
| Books to Go | 180 | 145 | | | | | | | | | | |
| JE-easy | 272 | 334 | | | | | | | | | | |
| JE Language | 13 | 7 | | | | | | | | | | |
| Board Books | 91 | 75 | | | | | | | | | | |
| **Total Juv Fiction** | **2,656** | **2,377** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Total Juvenile** | **2,873** | **2,558** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **YOUNG ADULT COLLECTION** | | | | | | | | | | | | |
| YA Fiction | 49 | 56 | | | | | | | | | | |
| YA Non Fiction | 5 | 9 | | | | | | | | | | |
| **Total YA** | 54 | 65 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Juv + YA** | 2,927 | 2,623 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **AUDIO VISUAL COLLECTION** | | | | | | | | | | | | |
| Audiobooks Adult | 51 | 52 | | | | | | | | | | |
| Teaching Company Sets | 2 | 0 | | | | | | | | | | |
| Audiobooks Juvenile | 40 | 11 | | | | | | | | | | |
| Audiobooks YA | 0 | 0 | | | | | | | | | | |
| JY Audio (Book/CD set) | 9 | 19 | | | | | | | | | | |
| **Subtotal AD Circulation** | **102** | **82** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| DVD Adult | 357 | 325 | | | | | | | | | | |
| DVD Juvenile | 99 | 105 | | | | | | | | | | |
| **Subtotal DVD Circulation** | **456** | **430** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Total AV Circulation** | **1,116** | **1,024** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Total Physical Circulation** | **5,098** | **4,796** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **ELECTRONIC MATERIAL** | | | | | | | | | | | | |
| Overdrive eBooks | 6,991 | 6,428 | | | | | | | | | | |
| RB Digital ebooks | 7 | 2 | | | | | | | | | | |
| **Total eBook Circulation** | 6,998 | 6,430 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Overdrive eaudiobooks | 2,879 | 2,895 | | | | | | | | | | |
| Rbdigital eaudiobooks | 40 | 35 | | | | | | | | | | |
| Freegal | 1,949 | 2,149 | | | | | | | | | | |
| RB Digital Magazines | 1,028 | 986 | | | | | | | | | | |
| RB Digital Entertainment | 597 | 465 | | | | | | | | | | |
| Kanopy Streaming | 1,587 | 1,190 | | | | | | | | | | |
| **Total Digital Collection** | **15,078** | **14,150** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

# Circulation Statistics

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **3-D COLLECTIONS** | | | | | | | | | | | | |
| 1 Week Loan Obj (backpacks, umbrella | 0 | 0 | | | | | | | | | | |
| 3 Week Loan Object (gardening kits) | 0 | 0 | | | | | | | | | | |
| Thermal Cameras | 1 | 0 | | | | | | | | | | |
| **TOTAL Circulation** | **20,177** | **18,946** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Pedestrian Count** | - | - | | | | | | | | | | |
| **Web Site Views** | 30,082 | | | | | | | | | | | |

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Computer Use** | | | | | | | | | | | | |
| Downstairs (logons) 10 Computers | - | - | | | | | | | | | | |
| Downstairs (minutes) | - | - | | | | | | | | | | |
| Upstairs (logons) 8/6 Computers | - | - | | | | | | | | | | |
| Upstairs (minutes) | - | - | | | | | | | | | | |
| Juvenile (logons) 2 Computers | - | - | | | | | | | | | | |
| Juvenile (Minutes) | - | - | | | | | | | | | | |
| **Total logons (18 workstations)** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Total minutes (18 workstations)** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

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

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

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Public Printers** | | | | | | | | | | | | |
| B&W Printer (Ricoh)--formerly "upstairs" | | | | | | | | | | | | |
| Jobs | - | - | | | | | | | | | | |
| Pages | - | - | | | | | | | | | | |
| Color Printer (Xerox)--formerly "downstairs" | | | | | | | | | | | | |
| Jobs | - | - | | | | | | | | | | |
| Pages | - | - | | | | | | | | | | |
| Amount Billed | - | - | | | | | | | | | | |
| **Total Number of Jobs** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **Total Number of Pages** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

# Circulation Statistics

| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **USER STATISTICS** | | | | | | | | | | | | |
| Total Reserves | 4,836 | 4,967 | | | | | | | | | | |
| Total Automatic Renewals | 63 | 0 | | | | | | | | | | |
| Self Checkout Transactions | - | - | | | | | | | | | | |
| **Registered Users** | | | | | | | | | | | | |
| Employee/Other | 177 | 178 | | | | | | | | | | |
| Total City Users | 10,909 | **10,831** | | | | | | | | | | |
| Total Non City Users | 16,513 | 16,492 | | | | | | | | | | |
| **Total Registered Users** | 27,599 | 27,501 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| # New Patrons Added | 198 | 223 | | | | | | | | | | |
| Individual Users* | 651 | 697 | | | | | | | | | | |
| *calculation of individual users should not be 'totaled' - would double count patrons | | | | | | | | | | | | |
| **Gabbie** | | | | | | | | | | | | |
| Unique Numbers | 208 | 247 | | | | | | | | | | |
| Sucessful Renewal | 2 | 7 | | | | | | | | | | |
| Total Messages Sent/Received | 1,698 | 1,952 | | | | | | | | | | |
| **Curbside Service** | | | | | | | | | | | | |
| Curbside Pickups | 1,155 | 1,274 | | | | | | | | | | |
| All Curbside Transactions | 1,467 | 1,671 | | | | | | | | | | |

| FY2021 BUDGET | BOOK SALE COLLECTIONS | Book Bags COLLECTIONS |
|---|---|---|
| JULY | $0.00 | $0.00 |
| AUGUST | $0.00 | $0.00 |
| SEPTEMBER | $0.00 | $0.00 |
| OCTOBER | $0.00 | $0.00 |
| NOVEMBER | $0.00 | $0.00 |
| DECEMBER | $0.00 | $0.00 |
| JANUARY | $0.00 | $0.00 |
| FEBRUARY | $0.00 | $0.00 |
| MARCH | $0.00 | $0.00 |
| APRIL | $0.00 | $0.00 |
| MAY | $0.00 | $0.00 |
| JUNE | $0.00 | $0.00 |
| Total Book Sale | $0.00 | |
| Total Book Bag Sale | $0.00 | |
| **TOTAL FUNDS RAISED TO DATE** | **$0.00** | |

| MEMORIALS FY2021 | |
|---|---|
| **JULY** | |
| Better World Books | $209.82 |
| **Misc. Cash Rung in at Register** | **$0.00** |
| **AUGUST** | |
| **Misc. Cash Rung in at Register** | **$20.00** |
| **SEPTEMBER** | |
| **Misc. Cash Rung in at Register** | **$1.00** |
| **OCTOBER** | |
| **Misc. Cash Rung in at Register** | **$0.00** |
| **NOVEMBER** | |

| | |
|---|---|
| Misc. Cash Rung in at Register | $0.00 |
| **DECEMBER** | |
| Misc. Cash Rung in at Register | $0.00 |
| **JANUARY** | |
| Misc. Cash Rung in at Register | $0.00 |
| **FEBRUARY** | |
| Misc. Cash Rung in at Register | $0.00 |
| **MARCH** | |
| Misc. Cash Rung in at Register | $0.00 |
| **APRIL** | |
| Misc. Cash Rung in at Register | $0.00 |
| **MAY** | |
| Misc. Cash Rung in at Register | $0.00 |
| **JUNE** | |
| Misc. Cash Rung in at Register | $0.00 |
| MEMORIAL FUNDS RAISED TO DATE | $230.82 |