**Fayette County Public Libraries**

**MONTHLY CIRCULATION REPORT**

Month/Year\_\_\_\_\_\_\_\_\_\_\_\_\_ Library\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Adult Fiction: \_\_\_\_\_\_\_\_\_\_\_

2. Adult Non-fiction: \_\_\_\_\_\_\_\_\_\_\_

3. Juvenile Fiction: \_\_\_\_\_\_\_\_\_\_\_

4. Juvenile Non-fiction: \_\_\_\_\_\_\_\_\_\_\_

5. Interlibrary Loans RCVD\_\_\_\_\_\_\_ SENT\_\_\_\_\_\_

6. Audio Tapes: \_\_\_\_\_\_\_\_\_\_\_

7. CDs: \_\_\_\_\_\_\_\_\_\_\_

8. DVDs/Videos: \_\_\_\_\_\_\_\_\_\_\_

9. Microfilm: \_\_\_\_\_\_\_\_\_\_\_

10. Equipment \_\_\_\_\_\_\_\_\_\_\_

11. Magazines and Newspapers: \_\_\_\_\_\_\_\_\_\_\_

12. Reference Questions: \_\_\_\_\_\_\_\_\_\_\_

13. Adult Registrations: \_\_\_\_\_\_\_\_\_\_\_

14. Juvenile Registrations: \_\_\_\_\_\_\_\_\_\_\_

15. Fines: \_\_\_\_\_\_\_\_\_\_\_

16. Copies: \_\_\_\_\_\_\_\_\_\_\_

17. Faxes: \_\_\_\_\_\_\_\_\_\_\_

18. Total Copies and Faxes: \_\_\_\_\_\_\_\_\_\_

19. Total Fines, copies & Faxes: \_\_\_\_\_\_\_\_\_\_\_

20. Cash Amount turned in to HQ \_\_\_\_\_\_\_\_\_\_

21. Expenditures: \_\_\_\_\_\_\_\_\_\_\_

22. Amt. Petty Cash at first of month\_\_\_\_\_\_\_\_\_\_\_

23. Total amount $ from credit cards\_\_\_\_\_\_\_\_\_\_\_

24. #19-23+25=20 $\_\_\_\_\_\_\_\_\_\_

25. Donations \_\_\_\_\_\_\_\_\_\_\_

26. In library users: \_\_\_\_\_\_\_\_\_\_\_

27. Computer Users: \_\_\_\_\_\_\_\_\_\_\_

28. Wi-Fi \_\_\_\_\_\_\_\_\_\_\_

29. Total people in your library \_\_\_\_\_\_\_\_\_\_\_

30. # of children’s programs \_\_\_\_\_\_\_\_\_\_\_\_

31. Attendance @ children’s programs (all)\_\_\_\_\_\_\_

32. # of adult programs \_\_\_\_\_\_\_\_\_\_\_\_

33. Attendance @ adult programs (all)\_\_\_\_\_\_\_\_\_\_\_

34. # of young adult programs \_\_\_\_\_\_\_\_\_\_\_\_

35. Attendance @ YA programs (all)\_\_\_\_\_\_\_\_\_\_\_\_

36. # of Children’s Virtual programs \_\_\_\_\_\_\_\_\_\_\_\_

37. Attendance @ Children virtual (all) \_\_\_\_\_\_\_\_\_\_

38. # of Adult Virtual programs \_\_\_\_\_\_\_\_\_\_\_\_

39. Attendance @ Adult virtual (all) \_\_\_\_\_\_\_\_\_\_\_\_

40. # of YA Virtual programs \_\_\_\_\_\_\_\_\_\_\_\_

41. Attendance @ YA virtual (all) \_\_\_\_\_\_\_\_\_\_\_\_

42. Total Notaries \_\_\_\_\_\_\_\_\_\_\_\_

43. Total Scans \_\_\_\_\_\_\_\_\_\_\_\_

44. Laminating \_\_\_\_\_\_\_\_\_\_\_\_