



Wednesday, May 15, 2019
7:00 p.m.
Library Conference Room
120 N. Virginia Ave.
Falls Church, VA 22046

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

1. Agenda

Documents:

[20190515AGENDA.PDF](#)

2. Draft Meeting Minutes March 20, 2019

Documents:

[20190515DRAFT MINUTESMARCH20.PDF](#)

3. Draft Meeting Minutes April 24, 2019

Documents:

[20190515-DRAFT MINUTESAPRIL24.PDF](#)

4. Library Board Member List

Documents:

[20190515BOARDMEMBERLIST.PDF](#)

5. 2018 Library Circulation Statistics

Documents:

[20190515CIRCULATIONSTATISTICS2018.PDF](#)

6. 2018 Library Collection Statistics

Documents:

[20190515COLLECTIONSTATISTICS2018.PDF](#)

7. Circulation Statistics

Documents:

[20190515CIRCULATIONSTATISTICS.PDF](#)

8. Collection Statistics

Documents:

[20190515COLLECTIONSTATISTICS.PDF](#)

9. Book Sale And Memorial Statistics

Documents:

[20190515--BOOKSALEMEMORIAL.PDF](#)

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

AGENDA
LIBRARY BOARD OF TRUSTEES MEETING

Library Conference Room

Meeting on Wednesday, May 15, 2019

Time: 7:00 p.m.

Agenda Notice Posted: May 8, 2019

1. Call to order, roll call and introduction of guests
2. Receipt of petitions
3. Approval of the March 20, 2019 Meeting Minutes
4. Approval of the April 24, 2019 Meeting Minutes
5. Library report and announcements
6. Library Foundation report
7. Council Liaison report
8. Student Liaison report
9. Arts and Humanities Council Report (CATCH)
10. Library Project Update
11. Library Circulation Statistics
12. Business not on the Agenda
13. Adjournment

Next meetings: Regular meeting on Wednesday, June 19, 2019 @ 7 p.m. in Conference Room

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

MEETING MINUTES OF THE BOARD OF TRUSTEES
MARY RILEY STYLES PUBLIC LIBRARY
Held in the Mary Riley Styles Public Library
120 N. Virginia Avenue Falls Church, VA 22046
March 20, 2019

1. CALL TO ORDER AND INTRODUCTION OF GUESTS

Acting Chairperson Chet DeLong called the meeting to order at 7:00 p.m. The following Board members attended the meeting:

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

Youth Representative Tika Wallace (Unexcused absence)

Council Liaison, Ross Litkenhous, and Planning Commission Liaison, Rob Puentes, were not in attendance.

Others present for the meeting included: Library Project Manager Joel Timmins, Director of Public Works Mike Whitfield, CIP Project Manager Lionel Mallard, Library Director Jenny Carroll and her assistant Claudia Gutierrez. City resident and library employee, Cathy Breen was present as well.

To take advantage of the remaining daylight, the Board and guests went outside to view the brick samples for the library addition. There were several samples and the Board chose the extruded brick sample that was the best match for color and texture. The extruded brick would be a cost savings. (See #9 Library Project Update for further discussion.)

2. RECEIPT OF PETITIONS

a) National Child Abuse Prevention Month Pinwheel Garden

Petition withdrawn by the petitioner, Leslyn Barrows (Human Services).

b) Discussion of West Falls Church Economic Development Project

Mr. DeLong opened the discussion by recounting which members had been to the West Falls Church meetings. He stated that it was clear from the meeting that there would be no proffers, which the City accepted because they needed the long-term projection of income from the project to cover the debt service from City CIP facilities projects.

The West Falls Church project will have an impact on the library from the increase in new

patrons accessing services and programs (750 apartment/condos; est. 1,000 additional people). The Board discussed expressing their views about this matter to City Manager Wyatt Shields rather than City Council. The Board does not want to push Council since they have been supportive of the library project and willing to find money if needed.

The Director commented that the West Falls Church Project will be breaking ground between 2022-2023 and by that time, the new library will be open; therefore it will be likely that the proffers would go towards the CIP debt. The Director mentioned that Board comments will be sent to City Principal Planner Ms. Carly Aubrey by April 3. Comments from all the boards and commissions will be incorporated into one document and forwarded to the developers.

Mr. Peterson mentioned that all the comments should be phrased in the context of maintaining the existing positive precedent of the library-specific proffer from major developments and emphasize the impact that this project will have on the library. Mr. Camp will write a draft of the Board's comments, send by email, and revise with any comments by the Board members. The Director, as the Board's liaison, will forward the comments to Ms. Aubrey.

Upon a motion duly made and seconded, the Library Board unanimously agreed to make comments, along the lines that the Board members had expressed, about the West Falls Church Economic Development Project impact to the library and a library-specific proffer.

Mr. Peterson informed the Board that in the town hall meeting that he attended for the West Falls Church Project, the developers mentioned that they are trying to make the project Falls Church friendly. Mr. Peterson suggested including information/images/references representing the library and/or Ms. Mary Riley Styles, since the library is an important icon of the City. The Board agreed. Mr. Camp will include this request in the draft comments.

3. APPROVAL OF THE FEBRUARY 27, 2019 MEETING MINUTES

Upon a motion duly made and seconded, the Library Board unanimously approved the February 27, 2019 Meeting Minutes with minor corrections.

4. LIBRARY REPORT AND ANNOUNCEMENTS

- The Director will be attending the Council meeting on April 1 to present a library project update and the FY2020 budget.
- The Pancake House fundraised \$265.00 and the Cycle Bar \$525.00.
- This coming Friday March 22, the library will be closed for a staff workday.
- The Director received letters of thanks and appreciation written to the library staff by the sixth graders from Saint James School. The writers mentioned different programs they like, finding what they want in the collection, and that the library is quiet so they could study, etc. One of them even mentioned that the library should receive an award. They will be passed on to library staff. Mr. DeLong suggested to the Director taking them to Council when she attends the meeting.

- As requested by Mr. Camp, the Director informed the Board about her attendance at the COG Library Director's Meeting. Directors from DC, Anne Arundel, Fairfax, Alexandria, Frederick, and Prince George's County attended the meeting. They gathered at the Cleveland Park Library. This library building was razed and built with 26,000 sf at a cost of \$19M. One of the senior architects that worked on the building now works with BKV on the MRSPL project.

Topics of discussion included: Friends and other non-profit support groups, budget issues, auto-renewal, going fine free, and public safety. Most library systems have a Friends group or other non-profit that raises money. Several systems are revisiting their Memorandum of Understanding (MOU) with these groups. Mr. DeLong cited that when they set up the Foundation, they were thinking about having a Friends group, but decided to be more formal. They set the purpose of the Foundation to be a supplement to the City funding and the money would always go to the library.

Another topic was the budget: some of the libraries are experiencing cuts, and some of them have a flat budget. Fine elimination was discussed - some libraries eliminated fines for kids, DC eliminated all fines and also has no charge for printing (with a limit of 20 pages per patron). A Board member asked what the mechanism for returning books was. If a book is not returned, the patron is still billed for the item. The Director has not heard of a significant issue with people not returning their books. Auto-renewal of items was discussed and some systems are implementing.

Public safety was an issue raised by the DC Director. Two library systems reported employing off-duty police officers and sheriffs for security. There was a question if there are any similar issues at MRSPL. The director mentioned that the library has had odor issues, sleeping in the library, storing belongings in the library, and restroom problems among some of the regular issues. They are community resources including showers and restrooms at the community center that are free to the public. There are not major problems at MRSPL such as substance abuse or violence on a regular basis. About a year and a half ago, a staff member was assaulted. The Falls Church Police Department has always been very responsive and attentive to library needs.

COG Directors will meet two times a year. There was a question about libraries developing apps to access library catalogs. Several libraries mentioned wanting to have a functional website on mobile devices as their priority. Arlington has their own app that was developed in house and they have dedicated staff to their website and social media.

5. LIBRARY FOUNDATION REPORT

Mr. Camp gave special thanks to Ms. Oppenheimer who successfully organized the Cycle Bar Fundraiser. He informed the Board that last week the Foundation had their monthly meeting. The Foundation will provide funds to the library to cover half of the cost of Freegal and the Summer Reading Prizes. This year, the Foundation will withhold a large part of the money normally given to the library and will provide it in December of 2020 when the library may need other items. The Foundation is aware that there will be no book sale while the library is in the temporary location and there may be a demand on Foundation resources to fill in the gap. The average profit from book sale is approximately \$10,000 to \$15,000 every fiscal year.

Ms. Tysse attended the Foundation meeting and she proposed the creation of a development committee. The committee consists of Don Camp, Kathleen Tysse, Suzanne Coyle and Jess Sabo, who is former library staff. This committee will be working on the Library Giving Day and increasing the Foundation's social media presence. The committee presented an excellent plan for National Library Week in April for fundraising focused on the 150th birthday of Mary Riley Styles. Mr. Camp stated that they will try to increase the size of the donor list as it is the most valuable asset.

Another item that the Foundation discussed was honoring Chet DeLong and Mary Hassan, who contributed \$250K to the Foundation, in the new library. One of the ideas is naming a conference room after the honorees. Mr. DeLong accepted the honor as long as the Foundation does not raise funds in his name while he is a member of the Library Board.

Ms. Tysse informed the Board that the development committee wants to celebrate the library staff on Tuesday, April 9th as part of National Library Week (sponsored by ALA). The Foundation provided the committee with funds for purchasing food and treats for staff. The second event is Library Giving Day on April 10th. This event consists of trying to raise as much money online as possible during a 24-hour period. The library will be providing bookmarks to patrons after they check out their books and the committee will utilize all the social media resources. Ms. Tysse encouraged the Library Board to spread the word about Library Giving Day.

6. COUNCIL LIAISON REPORT

No report

7. STUDENT LIAISON REPORT

No report

8. ARTS AND HUMANITIES COUNCIL REPORT (CATCH)

No report. Ms. Oppenheimer informed the Board that their next meeting will be tomorrow.

9. LIBRARY PROJECT UPDATE

Project Manager Joel Timmins reported that the preference for the exterior brick was the extruded sample for both color and cost savings; the mortar selected is an exact match. The cost savings of approximately \$24,000 was not included in the value engineering exercise. The other issue for the Board to consider is the cornice. The architects have three different options: Option 1 - to replicate the existing wood cornice of the building, which does not address maintenance concerns. However, this would be the best match for the existing cornice. Option 2 is using polyurethane cornice only in the new construction. It would not match the existing wood cornice, however it would be used at different elevations so possibly not as noticeable. There would also be less maintenance for the polyurethane. Option 3 is utilizing polyurethane for new construction and replacing all of the existing cornice with polyurethane. The polyurethane cornice would be off-the-shelf and possibly smaller than the existing wood cornice.

The Director asked the Board for their input about the bricks and the cornice. In order for BKV

to move forward, they would like to know what is more important for the Board between uniformity and maintenance. There is currently no precise cost estimate for the different cornice options. The architect would price depending on the Board's decision. Mr. Timmins mentioned that the architects assumption is that the cost of using wood in the cornice of the new construction would be almost the same cost as replacing all of the cornice with polyurethane. After discussing the different options, the Board agreed on uniformity as the highest priority (without having cost information). Addressing low maintenance by using the polyurethane cornice was also acceptable if uniform. However, the Board likes the look of the wood cornice. Mr. Timmins will ask the BKV architects to provide the pricing data for both matching the new addition to existing wood cornice and utilizing polyurethane for the entire building.

As for the brick, after discussing texture and colors to match the existing brick wall of the library building, there was a consensus from the Board to go for the extruded option since it is the best color match and low cost.

Mr. Timmins informed the Board that they are working with a sustainability team about what it will take to get to LEED certification and LEED silver. After the descoping of certain items: the HVAC unit, the humidifiers and the lighting controls, the library LEED rating was brought down to 1-point below being certified. The City's policy is to be LEED silver. The architects are going back and adding the rooftop unit, humidifiers, lighting controls, and trying to improve the windows to see how close they can get to LEED silver. Currently, the library is 4 points short of LEED certification (36 points). Mr. Timmins added that LEED Certified is 40 points and LEED Silver is 50 points. The library construction is under the most recent version of LEED, which has more requirements than the previous version. The Director mentioned that it would be challenging for the library to reach LEED silver, however, with the descoping of the RTU units, VAVs (controls for HVAC system), humidifiers, and storm water treatment. Both the age of the building and the cost are an issue.

The Board discussed the Council's feedback on the project. Members of the Board felt that while Council was stating they want LEED Silver and adherence to streetscape standards, they did not comment how to achieve that fiscally. There was agreement on Council that the library project receive the voluntary concessions and less agreement on the remaining bond issuance fees. The Director stated that she thought that the bond issuance fees were a moot point if Council agreed to issue more debt to cover the cost of the project. Council wants to move forward with construction documents and to receive a Guarantee Maximum Price (GMP) that includes the costs for LEED silver and streetscape. The Director said that Council believes the library project should not be short-changed and she was encouraged by their response.

The GMP is scheduled for September and the library will be moving to the temporary location in early fall. The trailers in the temporary location will be available in July and there will be some prep work to get them ready. When the GMP is accepted, the expectation is that the library building will be ready to turn over to the CMAR. A Board member stated that there had been a question from Council as to what the building would look like if LEED and streetscape requirements were addressed and adhered to the budget. The Director stated what she told Council--that there would be no addition and only a renovation. There was also a concern that since there will not be a tax rate increase for FY2020, what would happen in September if the GMP came in higher and the CIP could not be amended. Mr. Whitfield stated that in spite of the fact that there will be no tax rate increase in FY2020, the CIP can still be amended.

The Director informed the Board that she will be attending the Council meetings on April 1st

and May 20th to present updates. She estimated that by May the interior design might be ready and will be presented to staff, the Board, and City Council.

Mr. Peterson had a question about where the architects were with roofing. Mr. Timmins stated that slate was still in the plans. The Director stated that there were maintenance concerns for slate. It was not an item that was descope.

10. BOARD CHAIR TERM DISCUSSION

The Director provided information about bylaws of other library Boards and City boards and commissions in regards to terms of service for officers. The Board discussed the wording on how long the terms that the Chair may serve. The Director will make all the changes discussed and will bring the bylaws to the next Board meeting for a second reading and approval.

11. BUSINESS NOT ON AGENDA

None

13. ADJOURNMENT

There being no further business, upon a motion duly made and seconded, the Board of Trustees voted unanimously to adjourn the meeting at 8:54p.m.

Respectfully submitted,

Jenny Carroll
Library Director

Approved:

Chet DeLong, Acting Chairperson

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

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MEETING MINUTES OF THE BOARD OF TRUSTEES
MARY RILEY STYLES PUBLIC LIBRARY
Held in the Mary Riley Styles Public Library
120 N. Virginia Avenue Falls Church, VA 22046
April 24, 2019

1. CALL TO ORDER AND INTRODUCTION OF GUESTS

Acting Chairperson Chet DeLong called the meeting to order at 7:00 p.m. The following Board members attended the meeting:

Don Camp
Chet DeLong
Jeff Peterson
Chrystie Swiney
Kathleen Tysse

Absence excused: Stephanie Oppenheimer

Youth Representative Tika Wallace (late)

Council Liaison, Ross Litkenhous, and Planning Commission Liaison, Rob Puentes, were not in attendance.

Others present for the meeting included: Director of Public Works Mike Whitfield, Library Director Jenny Carroll and her assistant Claudia Gutierrez.

2. RECEIPT OF PETITIONS

a) APPRECIATION/RECOGNITION OF OUTGOING BOARD MEMBERS

The Director requested an informal policy addressing acknowledging/thanking outgoing Board members. The Board agreed to write a letter of appreciation to outgoing Board members.

3. APPROVAL OF THE MARCH 20, 2019 MEETING MINUTES

There were a few substantive changes made to the minutes; they will be amended and included for approval in the May Board Meeting.

4. LIBRARY REPORT AND ANNOUNCEMENTS

- The Director provided a report from the April Virginia Public Library Directors Association (VPLDA) Meeting and New Directors Institute. The Director went over some of the topics reviewed including State Aid, Record Management, Human Resource Performance Management, Legislative Advocacy and Strategic Planning.

At the VPLDA meeting there was a presentation on Implicit Bias, which the Director will suggest to the City's Human Resources department. The Director participated in a

round table discussion about opioid and safety/security issues. There have been discussions across the state and nationwide about having Narcan available in libraries to prevent death due to overdose. The Library of Virginia also reported out on issues affecting public libraries including their support of Federal funding of the Library Services and Technology Act at \$1 per capita nationwide. The LVA document for public libraries entitled Planning for Library Excellence is being reviewed and updated and will be brought before the LVA Library Board for approval this year. The Director mentioned that the Library of Virginia also has resources for trustees and will provide those to the Board.

The Virginia Library Association reported out on legislative efforts. Phil Abraham is the legislative liaison who lobbies on behalf of VLA in Richmond. The primary focus is for State Aid to be fully funded (currently it is at 60%). Mr. Abraham mentioned gun legislation that was introduced this past session and did not pass. He felt that such legislation may pass in the near future. The Director reported that the library has an affiliate membership with VLA, which includes all staff and trustees.

- The Director informed the Board that the Human Resources department started a recognition program for City Government employees called “*The Shining Star Award*”. The award can be given by any employee to another employee. The Board can participate and submit a recognition award for any employee by filling out a Shining Star Award slip and giving it to the employee along with sending a copy to HR. The award recognition will also be included in the monthly employee newsletter, *The Chronicle*. The Director will send information to the Board about the program.
- At the May 15 Board meeting, the Director will be presenting to the Board an update from the library project about construction documents, cost estimate and interiors and after that, she will be presenting it to City Council at their May 20 session.
- There will be a staff workday on May 17 and the library will be closed all day.
- The library will be participating in the Memorial Day Parade. The Director invited the Board to participate.
- The Director mentioned that the current size of the library collection, 110,000 items, reflects what the new library building will have after the renovation. Currently the library has not received any comments from patrons about not finding what they are looking for.

5. LIBRARY FOUNDATION REPORT

Mr. Camp informed the Board that as a volunteer, Ms. Tysse sponsored the Staff Appreciation Day during National Library Week with lunch and gift cards for library staff. Volunteers, arranged by Ms. Tysse, also provided daily treats throughout the week for staff. The Director sent an email to the Foundation and the Board with comments from staff about this event - staff were happy and pleasantly surprised. The Director added that during that week Jess Sabo, Foundation volunteer and former library staff, and Ms. Tysse put together a “thank you to staff” display. Patrons could record their appreciation using post-it notes or thank you cards. The Director will be presenting all the notes and comments to Council. Library Giving Day was a success! Mr. Camp stated that \$4,100 was collected through PayPal from sixty-two donors; two of them are recurrent donors. Fifty new names will be added to the

Foundation's solicitation list. This was an initiative of the Foundation Development Committee formed by Kathleen Tysse, Jess Sabo, Suzanne Coyle, and Mr. Camp.

6. COUNCIL LIAISON REPORT

No report

7. STUDENT LIAISON REPORT

Ms. Wallace informed the Board that she talked to the students from George Mason High School about the library project. Many students are excited about the temporary location at Thomas Jefferson Elementary since they live close by. She also mentioned that students are excited that the new library will have a door in the Young Adult area.

8. ARTS AND HUMANITIES COUNCIL REPORT (CATCH)

No report.

Mr. DeLong stated with the Board's permission, that the Library Project Update be moved ahead of the Library Board Bylaws discussion in the agenda.

9. LIBRARY PROJECT UPDATE

The Director informed the Board that yesterday the construction documents were submitted to City Staff and the CMAR. The CMAR (Construction Manager At Risk), Centennial, will work on the cost estimate and have it ready by mid-May to be presented to the library Board and Council. In addition, the architects are working on the interior and exterior finishes. The Director showed the Board different options of slate and asphalt shingles for the roof, metal for around the windows and the gutters. Currently the library roof has two different kinds of slate, perhaps due to repairs that have been done in the past. In early April these materials were presented to the Architectural Advisory Board (AAB) to get their input. The plan is to use slate for the roof. The asphalt was an option presented to the AAB to get their input on materials. Mr. Whitfield mentioned that slate lasts longer and the maintenance is lower.

Mr. Whitfield explained to the Board about the cost estimates at different phases and that as the plan develops, they get more refined in detail. The CMAR obtains the cost estimates from contractors and subcontractors. As the plan progresses, the architects will have better specifications and then will refine the costs until they get to the GMP (Guaranteed Maximum Price) phase, which will be the true cost of the project. During the project there may be change orders for unforeseen conditions and contingencies (which are built into the cost) would cover those costs. Both the owners (the City/Library) and the CMAR have contingencies.

The Director added that the \$297K from voluntary concessions will be added to the project budget. It will be officially added through the budget amendment at the Council meeting on May 20.

The GMP is scheduled to be ready in September with a timeline including when construction will start. Once we have this date, City and library staff will determine the date of the move to the temporary locations. The Board will receive an overview of the Guaranteed Maximum Price.

9. LIBRARY BOARD BYLAWS – 2ND READING

The Director submitted the bylaws to the City Attorney Carol McCoskrie for review. She suggested leaving the bylaws as they are and create an informal policy regarding term limits for officers. There was a discussion about rotating the Board Chair position more often instead of having them serve for a long period. It was mentioned that the Board Chair does not have more knowledge or privileged information about the library than any other Board member. The Board Chair runs the meeting, meets with the Director, and represents the Board. There were comments that the responsibility of the position of the Board Chair needs to be shared periodically among all of the Board members.

Mr. DeLong suggested that the Board put off voting on the bylaws until there is a full Board. He asked that the Board write statements to the Director of what they want the bylaws to say. Then the Director can condense all the comments and bring them back to the Board for consideration.

Upon a motion duly made and seconded, the Board delayed the consideration of the proposal incorporated in the draft bylaws until the full Board is present, and the consideration on how the Board wants to treat Board term limits.

10. LIBRARY POLICIES TO DISCARD – WORK ORDERS, INTERNAL; DIRECT ORDERS; STAFF BULLETIN BOARD, BINDERY

The Director asked permission from the Board to discard the above named policies since they are internal procedures rather than policies and specifically that the bindery is no longer used.

Upon a motion duly made and seconded, the Board approved discarding the four policies, which are in effect procedures, rather than policies.

11. FIVE-YEAR PLAN 2019-2023 DRAFT

The Director commented that this draft includes FY2018 since it was last presented to the Board in January 2018; this will be taken out for the final draft presentation to the Board in June 2019. She highlighted that the user survey and the customer feedback process will be evaluated. FY2020 shows projects that staff will be working on while in the temporary location. Projects include strategic planning with community feedback, revising policies, evaluating the marketing plan, and re-evaluating technology needs. The Director assured the Board that staff will have a busy year while they are in the temporary location. The Director asked the Board for their feedback on the Five Year Plan. She will review the feedback with Management Team and bring it to the Board in June for approval. There was a discussion about changing the wording in the Mission Statement and adding the Local History Room to the list of roles. The Director will make the changes.

Mr. DeLong asked the Director to include in the May packet the FY18 circulation and collection statistics to compare to FY19.

13. BUSINESS NOT ON THE AGENDA

Mr. Camp asked the Director to keep in touch with the Styles family since one of the members reached out to the Foundation. The Director stated that she had personally emailed the family member that contacted the Foundation and had not received a response to date.

14. ADJOURNMENT

There being no further business, upon a motion duly made and seconded, the Board of Trustees voted unanimously to adjourn the meeting at 8:55p.m.

Respectfully submitted,

Jenny Carroll
Library Director

Approved:

Chet DeLong, Acting Chairperson

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

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**Library Board of Trustees
Mary Riley Styles Public Library
120 N. Virginia Avenue
Falls Church, VA 22046
JUNE 2018**

Name & Address	Terms Start	Terms End	Notes
Jeff Peterson	7/01/03 7/01/07 7/01/11 7/01/15	6/30/07 6/30/11 6/30/15 6/30/19	Replaced Nancy Bentrup
Donald Camp	7/01/97 7/01/01 7/01/05 7/01/09 7/01/13 7/01/17	6/30/01 6/30/05 6/30/09 6/30/13 6/30/17 6/30/21	
Chester W. DeLong	7/01/94 7/01/96 7/01/00 7/01/04 7/01/08 7/01/12 7/01/16	6/30/96 6/30/00 6/30/04 6/30/08 6/30/12 6/30/16 6/30/20	
Vacant			Replacing Brad Gernand
Kathleen Tysse	6/30/17	6/30/21	Replaced Ed Rose on/1/22/18. Will be serving the remainder of the unexpired term
Chrystie Swiney	07/01/18	6/30/22	Replaced Terry Zawacki
Stephanie Oppenheimer	3/10/14 7/01/14 07/01/18	6/30/14 6/30/18 06/30/22	Replaced Sally Phillips
Liaisons:			
Ross Litkenhous			Replaced Karen Oliver
Rob Puentes			
Stephanie Oppenheimer	3/10/14 7/01/14 07/01/18	6/30/14 6/30/18 06/30/22	Replaced Sally Phillips
Tika Wallace	5/25/17	5/25/18	1 year term

Circulation Statistics FY18

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	FY Totals
ADULT COLLECTION													
Non Fiction													
NEW (AXLD2)	1,401	1,220	1,473	1,598	1,487	1,451	1,751	1,561	1,794	1,877	2,015	1,679	19,307
Ref/Pro/Off/Play/Study (AXL9+AXLA)	2	0	0	0	14	0	0	4	2	1	5	1	29
000-099	111	105	126	98	84	78	102	82	78	111	112	89	1,176
100-199	183	191	182	254	178	209	241	191	233	174	254	212	2,502
200-299	97	120	113	108	112	86	121	93	118	117	131	109	1,325
300-399	566	538	480	480	504	370	502	424	511	453	469	434	5,731
400-499	61	68	86	52	64	46	55	58	76	82	51	62	761
500-599	149	116	131	123	93	129	137	114	174	144	155	166	1,631
600-699	726	815	693	694	565	585	794	672	771	659	784	691	8,449
700-799	380	428	338	400	371	332	388	322	364	367	383	384	4,457
800-899	232	191	138	145	174	126	151	162	201	232	208	198	2,158
900-999	475	475	372	428	500	395	460	350	536	490	490	423	5,394
Travel (AXLU)	889	798	617	607	580	542	739	756	935	872	854	963	9,152
Biography (AXLBA)	187	159	158	177	195	139	197	161	209	205	197	174	2,158
Folio (AXLFO)	17	18	14	25	39	26	37	27	25	17	23	18	286
Total Adult Non Fiction	4,660	5,242	3,448	3,591	3,473	3,063	3,924	3,416	4,233	3,924	4,116	3,924	47,014
Fiction													
NEW (AXLD)	1,249	950	1,442	1,419	1,299	1,128	1,245	1,156	1,444	1,436	1,345	1182	15,295
Fiction (AXL2)	2399	2,476	2,203	2,314	2,256	2,142	2,496	2,339	2,748	2,548	2,475	2711	29,107
Mystery (AXL22)	750	745	685	727	732	689	805	659	816	809	864	836	9,117
SF/Fantasy (AXL23)	333	334	299	345	364	325	392	336	373	287	350	415	4,153
Adult Graphic Novel	469	375	301	346	344	322	292	315	384	333	409	387	4,277
Total Adult Fiction	5,200	4,880	3,488	3,732	3,696	3,478	3,985	3,649	4,321	3,977	4,098	4,349	48,853
Other													
Kits (AXLQ)	8	11	7	16	16	9	25	13	15	22	10	6	158
Large Print (AXLP)	155	198	164	211	216	143	198	176	201	189	191	198	2,240
Paperbacks (AXLX)	364	314	248	224	276	291	265	210	315	248	262	325	3,342
Periodicals (AXLK)	364	402	331	347	342	315	337	337	405	308	413	338	4,239
Machine Readable Data (AXLH)	0	0	0	0	0	0	0	0	0	0	0	0	0
Unassigned (C-Fly)	0	0	17	0	9	7	6	3	19	4	8	7	80
Total Other	891	925	767	798	859	765	831	739	955	771	884	874	10,059
Total Adult Circulation	10,751	11,047	7,703	8,121	8,028	7,306	8,740	7,804	9,509	8,672	9,098	9,147	105,926
JUVENILE COLLECTION													
Non-Fiction (AXL5)													
JOff/Ref/Pro (AXLC)	4	1	3	3	11	3	1	4	5	4	6	3	48
Parents (AXLZ)	91	102	105	96	92	71	68	66	114	108	117	103	1,133
Teachers (AXLZ1)	20	31	23	22	13	23	18	7	15	29	17	20	238
Jbiography (AXLBJ)	150	163	152	237	164	121	270	296	353	238	175	182	2,501
YA Non Fiction (AXLNN)	100	101	63	86	65	42	76	68	87	70	91	106	955
Total JUV Non-Fiction	2,754	2,770	2,522	2,723	2,555	1,883	2,793	2,819	3,251	2,843	2,996	2,915	32,824

Circulation Statistics FY18

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	FY Totals
YA Fiction (AXLN)	1,012	902	539	559	489	516	624	548	640	631	620	860	7,940
Storage (AXLN1)	18	15	9	7	5	5	7	10	0	3	3	8	90
Fiction (AXL6)	2962	2,631	1,797	1,636	1,714	1,463	1,919	1,639	2,392	1,914	2,110	2,880	25,057
J Graphic Novels (AXLJG)	1,288	1,096	885	755	815	640	874	793	1,046	830	1,056	1,291	11,369
J-Beg (AXLJB)	734	725	576	508	541	529	511	520	684	698	608	712	7,346
JE (AXL8)	5623	5,534	5,386	4,920	4,728	3,521	4,510	4,834	5,341	5,046	4,988	5,471	59,902
Kits for children (AXLQ1)	298	299	275	362	269	214	181	230	234	290	300	190	3,142
JE-easy (AXLR)	2,447	2,447	2,323	2,100	1,965	1,631	2,028	2,158	2,382	2,220	2,106	2259	26,066
Other (Holiday/Language)													
Holiday (AXL11)	18	22	89	395	359	775	152	89	113	25	22	14	2,073
Language (AXLW)	205	161	104	185	246	123	168	227	241	255	218	231	2,364
Jeboard (AXLS)	1,257	1,387	1,322	1,230	1,179	861	1,051	1,304	1,307	1,269	1,369	1,344	14,880
Series Books (AXLV)	1,919	1,939	1,398	1,231	1,199	1,003	1,271	1,173	1,382	1,095	1,306	1,788	16,704
Total Juv Fiction	17,781	17,158	14,703	13,888	13,509	11,281	13,296	13,525	15,762	14,276	14,706	17,048	176,933
Total Juvenile	20,535	19,928	17,225	16,611	16,064	13,164	16,089	16,344	19,013	17,119	17,702	19,963	209,757
AUDIO VISUAL COLLECTION													
Audiobook (AXLO)	804	887	707	772	661	593	537	602	768	695	741	757	8,524
Juvenile Audiobook	476	472	290	254	328	263	215	200	334	227	277	397	3,733
YA Audiobook	43	24	18	19	24	21	25	20	28	22	32	26	302
Compact Discs (AXLF)	959	755	835	982	1,097	706	704	652	854	668	543	591	9,346
Juvenile Compact Discs	121	111	117	158	86	75	92	109	126	121	126	116	1,358
Adult DVD (AXLM)	3884	4,108	3,205	3,302	3,577	3,845	3,937	3,468	4,288	3,528	3,743	3,795	44,680
Juvenile DVD	1897	1,929	1,365	1,353	1,548	1,149	1,225	1,291	1,805	1,421	1,410	1,793	18,186
Total AV Circulation	8,184	8,286	6,537	6,840	7,321	6,652	6,735	6,342	8,203	6,682	6,872	7,475	86,129
Overdrive eBooks	2,567	2,686	2,531	2,693	2,728	3,314	3,078	2,801	3,184	3,050	3,041	3,707	
Freeding	12	1	1	19	15	31	15	12	19	14	38	29	
RB Digital ebooks	0	0	0	0	1	1	1	1	6	0	1	1	
Total eBook Circulation	2,579	2,687	2,532	2,712	2,744	3,346	3,094	2,814	3,209	3,064	3,080	3,737	35,598
Total Freegal Circulation	1,443	1,476	1,445	1,808	1,544	1,702	1,928	1,498	1,470	1,501	1,377	1,492	18,684
Eaudio Books - RBDigital & OverDrive	878	957	902	965	1,059	1,243	1,132	994	1,153	1,099	1,235	1,444	13,061
ComicPlus - started in May 18, 2017	106	74	74	31	23	40	28	18	18	38	6	67	523
RB Digital Magazines - replaced Zinio in Oct 23, 2017	608	729	619	610	611	581	485	472	572	513	449	458	6,707
Total Downloadable Collection	5,614	5,923	5,572	6,145	5,997	6,944	6,683	5,809	6,447	6,229	6,186	7,228	74,777
Nature Backpacks	8	8	7	4	0	1	0	0	0	0	0	0	28
Thermal Cameras	5	3	2	6	3	4	5	2	7	5	5	2	49
Toy Kits	0	0	0	1	2	0	0	0	0	0			3
TOTAL Circulation	45,097	45,195	37,046	37,728	37,415	34,071	38,252	36301	43,179	38,707	39,863	43,815	476,669
Pedestrian Count	27,320	27,650	25,257	26,300	25,834	24,876	26,103	24,953	26,522	25,987	26,010	26,617	313,429
Web Site Views	53,877	49,669	35,458	34,591	32,299	30,261	37,920	30,251	34,242	30,743	31,273	33,325	433,909

Circulation Statistics FY18

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	FY Totals
Computer Use													
Downstairs (logons) 10 Computers	1,177	1,104	887*	875	784	719	878	834	893	840	826	782	9,712
Downstairs (minutes)	148,066	140,774	95406*	55,658	49,786	46,893	54,418	49,384	52,523	46,521	48,398	51,265	743,686
Upstairs (logons) 8/6 Computers	430	383	331*	289	279	222	246	219	346	256	300	308	3,278
Upstairs (minutes)	27,068	26,891	18856*	8,843	9,481	8,426	9,406	8,453	14,259	9,024	10,320	10,805	142,976
Juvenile (logons) 2 Computers	143	158	99*	58	47	59	54	64	69	53	74	86	865
Juvenile (Minutes)	17,931	25,178	14222*	6,001	5,844	5,675	5,447	6,564	7,489	9,024	4,726	4,297	98,176
Total logons (18 workstations)	1,750	1,645	0	1,222	1,110	1,000	1,178	1,117	1,308	1,149	1,200	1,176	13,855
Total minutes (18 workstations)	193,065	192,843	0	70,502	65,111	60,994	69,271	64,401	74,271	64,569	63,444	66,367	984,838

* pharos computer use drops significantly due to a change that made the system more efficient

Public Printers

B&W Printer (Ricoh)--formerly "upstairs"

Jobs	631	699	571	506	399	476	543	581	756	460	557	429	6,608
Pages	1,782	2,000	1,848	1,338	957	1,503	1,395	1,568	2,315	1,543	1,196	1,198	18,643

Color Printer (Xerox)--formerly "downstairs"

Jobs	86	101	120	85	200	65	102	69	70	59	79	113	1,149
Pages	243	261	259	230	540	177	223	225	175	146	165	273	2,917
Amount Billed	\$290.25	\$301.05	\$312.25	\$226.75	\$217.40	\$219.65	\$220.10	\$229.70	\$345.30	\$205.05	\$205.15	\$229.55	\$3,002

Total Number of Jobs	717	800	691	591	599	541	645	650	826	519	636	542	7,757
Total Number of Pages	2,025	2,261	2,107	1,568	1,497	1,680	1,618	1,793	2,490	1,689	1,361	1,471	21,560

Reserves

Total Reserves	2,761	2,617	2,467	2,552	2,608	2,126	2,869	2,488	3,207	2,904	3,072	2,649	32,320
Self Checkout Transactions	11,101	10,902	8,431	7,559	7,378	6,447	8,066	7,176	6,976	7,662	7,815	10,207	99,720

Patron Notices

Overdue Notices													ON HOLD
Reminder Notices													ON HOLD

Patron Statistics

Employee/Other	154	142	156	155	156	122*	113	152	155	155	159	159	
City Adult	7,009	7,110	7,146	7,232	7,287	7,316	7,432	7,469	7,518	7,553	7,594	7,665	
City Senior	1,467	1,479	1,497	1,510	1,529	1,544	1,560	1,574	1,598	1,615	1,640	1,659	
Total City Adult	8,630	8,731	8,799	8,897	8,972	8,860	9,105	9,195	9,271	9,323	9,393	9,483	9,483
City YA	1,089	1,112	1,118	1,128	1,142	1,110	1,128	1,132	1,135	1,149	1,163	1,167	
City Juv	1,246	1,250	1,323	1,393	1,376	1,354	1,355	1,342	1,343	1,323	1,303	1,299	
Total City Juv	2,335	2,362	2,441	2,521	2,518	2,464	2,483	2,474	2,478	2,472	2,466	2,466	0
Total City Patrons	10,965	11,093	11,240	11,418	11,490	11,324	11,588	11,669	11,749	11,795	11,859	11,949	11,949

* cleaned up data-- got rid of previous employees and shifted admin cards.

Out of City Adult	12,142	12,269	12,364	12,450	12,523	12,602	12,694	12,773	12,880	12,955	13,036	13,126	
Out of City Senior	2,719	2,753	2,791	2,837	2,857	2,879	2,914	2,945	2,986	3,011	3,038	3,068	
Total Out of City Adult	14,861	15,022	15,155	15,287	15,380	15,481	15,608	15,718	15,866	15,966	16,074	16,194	16,194
Out of City YA	1,039	1,054	1,064	1,076	1,062	1,039	1,040	1,036	1,035	1,039	1,038	1,054	
Out of City Juvenile	998	990	990	977	967	956	959	954	956	951	948	955	

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	FY Totals
Total Out of City Juv	2,037	2,044	2,054	2,053	2,029	1,995	1,999	1,990	1,991	1,990	1,986	2,009	24,177

Circulation Statistics FY18

Total Non City Patrons	16,898	17,066	17,209	17,340	17,409	17,476	17,607	17,708	17,857	17,956	18,060	18,203	18,203
Total Registered Patrons	27,863	28,159	28,449	28,758	28,899	28,800	29,195	29,377	29,606	29,751	29,919	30,152	30,152
# New Patrons Added	396	361	350	303	175	100	247	161	154	179	166	242	2,834

Gabbie

Unique Numbers	357	438	433	452	444	441	411	450	529	521	465	481	5,422
Successful Renewal	170	266	270	308	266	307	271	322	357	362	360	329	3,588
Total Messages Sent/Received	1,649	1,951	1,862	1,925	1,784	1,979	1,695	1,862	2,400	2,173	1,916	2,129	23,325

Collection Statistics FY18

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Adult Count												
Fiction												
NEW*	1,301	1,189	1,545	1,470	1,354	1,198	1,139	1,079	1,096	1,176	1,272	1,204
Fiction	14,895	15,066	15,881	15,825	15,895	15,894	15,510	15,544	15,549	15,343	15,300	15,319
Mystery	6,191	6,222	6,470	6,495	6,520	6,531	6,370	6,262	6,299	6,256	5,860	5,826
Paperback	1,423	1,419	1,425	1,327	1,201	1,068	1,113	1,128	1,159	1,186	1,187	1,249
SF/Fantasy	2,045	2,064	2,212	2,224	2,246	2,256	2,251	2,257	2,207	2,209	2,211	2,165
Graphic Novels	1,401	1,408	1,483	1,485	1,487	1,488	1,494	1,503	1,503	1,505	1,523	1,534
Total Fiction	25,955	26,179	27,471	27,356	27,349	27,237	26,738	26,694	26,717	26,499	26,081	26,093
Non Fiction												
NEW*	2,083	1,302	1,547	1,575	1,556	1,545	1,604	1,650	1,523	1,686	1,874	1,769
Microforms/CDROM	21	21	8	8	8	8	8	3	3	3	3	3
Ref/Off.Ref/Pro	3,279	3,282	3,287	3,285	3,286	3,242	3,057	3,058	3,060	3,062	3,023	3,023
000-099	956	989	1,053	1,068	1,069	1,073	1,081	1,085	1,088	1,107	1,133	1,124
Folio 000-099	5	5	5	5	5	5	5	5	5	5	5	5
100-199	2,018	2,072	2,176	2,199	2,206	2,214	2,259	2,269	2,289	2,303	2,354	2,351
Folio 100-199	3	3	3	3	3	3	3	3	3	3	3	3
200-299	2,352	2,410	2,478	2,139	2,146	2,153	2,093	2,106	2,118	2,129	2,145	2,145
Folio 200-299	13	13	13	13	13	11	11	11	11	11	11	11
300-399	4,625	4,739	5,023	5,017	5,076	5,072	5,081	5,100	5,110	5,156	5,153	5,138
Folio 300-399	48	50	50	50	50	50	50	50	50	50	50	50
400-499	849	854	873	878	882	883	886	884	888	889	889	862
Folio 400-499	0	0	0	0	0	0	0	0	0	0	0	0
500-599	1,457	1,483	1,524	1,526	1,540	1,548	1,557	1,577	1,582	1,613	1,633	1,638
Folio 500-599	44	46	46	47	47	47	47	47	47	47	47	47
600-699	5,936	6,169	6,505	6,498	6,484	6,437	6,509	6,550	6,581	6,657	6,759	6,735
Folio 600-699	57	57	57	57	57	57	57	57	57	57	58	58
700-799	5,467	5,671	5,857	5,871	5,896	5,924	5,930	5,934	5,962	6,013	6,083	6,029
Folio 700-799	538	550	550	554	554	556	555	555	555	556	557	557
800-899	3,819	3,836	3,877	3,870	3,880	3,890	3,894	3,882	3,880	3,894	3,865	3,870
Folio 800-899	3	3	3	3	3	3	3	3	3	3	3	3
900-999	7,095	7,169	7,396	7,413	7,443	7,424	7,346	7,345	7,343	7,345	7,362	7,369
Folio 900-999	125	129	129	130	131	132	132	132	132	132	134	134
Bio	2,537	2,577	2,636	2,637	2,655	2,657	2,659	2,661	2,668	2,674	2,681	2,681
Travel	1,600	1,616	1,638	1,659	1,647	1,676	1,697	1,679	1,695	1,716	1,735	1,741
VaC	3,293	3,296	3,308	3,309	3,314	3,317	3,320	3,319	3,318	3,251	3,259	3,260
3 Day Loan	0	0	0	0	2	0	0	0	0	6	0	0
Total Non Fiction	46,140	47,040	48,495	48,239	48,397	48,382	48,240	48,315	48,448	48,682	48,945	48,837

Collection Statistics FY18

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Kits (Book Club)	185	185	188	190	191	192	194	194	194	194	194	194
Large Print (Fic/NF)	1,981	1973	2,013	2,010	2,031	2,035	2,038	2,046	2,059	1,968	1,971	1,917
Total Adult Collection	74,261	75,377	78,167	77,795	77,968	77,846	77,210	77,249	77,418	77,343	77,191	77,041
Juvenile Count												
Fiction												
J Fiction	4,874	4879	4,931	4943	4972	4,993	5,007	5,051	5,090	4,977	4,689	4,716
Books to go	374	373	373	378	378	378	378	377	378	378	379	377
Book to go bags	50	50	50	50	50	50	50	50	50	50	50	50
J Graphic Novels	857	860	875	881	881	887	897	922	940	960	987	983
Beginning Readers	825	835	803	746	756	763	765	774	788	771	739	737
YA Fiction	2,005	2,018	2,046	2083	2,095	2,107	2,125	2,162	2,184	1,940	1,841	1,847
Storage	21	22	22	21	22	22	22	22	22	22	22	22
JE	10,605	10,656	10,743	10,783	10,791	10,679	10,636	10,641	10,614	10,635	10,584	10,600
JE-easy	1,898	1,910	1,925	1,880	1,879	1,889	1,892	1,879	1,888	1,870	1,773	1,751
Board books	1,109	1,121	1,132	1,138	1,144	1,098	1,089	1,089	1,094	1,108	1,122	1,122
Series paperbacks	1,903	1,917	1,930	1,908	1,902	1,904	1,900	1,901	1,901	1,901	1,903	1,937
Holiday	966	967	968	970	977	981	982	982	982	982	983	983
Language	665	665	666	666	666	665	665	665	667	668	670	671
Total J/YA Fiction	26,152	26,273	26,464	26,447	26,513	26,416	26,408	26,515	26,598	26,262	25,742	25,796
Non Fiction												
Ref/Pro/Off	359	391	391	390	391	390	390	390	381	382	373	373
Parents	487	489	489	491	493	493	495	495	495	499	500	500
Teachers	143	143	143	143	143	146	146	146	147	147	147	147
000-099	109	109	107	109	109	109	109	109	120	121	133	134
100-199	73	72	72	72	72	72	72	72	72	73	74	74
200-299	292	292	293	294	294	294	295	295	295	295	297	298
300-399	1,368	1,266	1,275	1,274	1,283	1,265	1,268	1,270	1,277	1,276	1,282	1,307
400-499	165	166	165	165	165	146	148	150	150	150	150	150
500-599	2,918	2,924	2,932	2,932	2,935	2,940	2,947	2,953	2,867	2,665	2,718	2,724
600-699	1,399	1,404	1,412	1,409	1,408	1,414	1,416	1,416	1,414	1,415	1,419	1,420
700-799	2,012	2,019	2,019	2,022	2,029	2,032	2,037	2,041	2,049	2,052	2,064	2,109
800-899	712	713	713	714	718	720	719	722	724	724	728	728
900-999	2,847	2,850	2,850	2,849	2,852	2,857	2,859	2,861	2,864	2,867	2,871	2,886
J Bio	1,224	1,233	1,236	1,240	1,243	1,249	1,264	1,267	1,275	1,278	1,279	1,282
YA Non Fiction	596	594	598	468	462	464	471	471	476	484	487	487

Collection Statistics FY18

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Total J/YA Non Fiction	14,704	14,665	14,695	14,572	14,597	14,591	14,636	14,658	14,606	14,428	14,522	14,619
Juv Kits	13	15	15	15	13	13	13	13	13	13	13	13
Total J/YA Collection	40,869	40,953	41,174	41,034	41,123	41,020	41,057	41,186	41,217	40,703	40,277	40,428
Periodicals (Adult and J)	2,152	2,293	2,437	2,217	2,364	2,528	2,168	2,304	2,244	2,186	2,340	2,471
Audio Visual Count												
Audio JY sets	197	197	197	196	192	192	192	192	191	191	202	196
Compact Discs Adult	3,810	3,830	3,847	3,878	3,916	3,944	3,966	3,984	3,967	3,739	3,777	3,779
Compact Discs Juv	737	735	735	733	731	731	729	729	734	734	739	746
Total Compact Discs	4,547	4,565	4,582	4,611	4,647	4,675	4,695	4,713	4,701	4,473	4,516	4,525
Audio Discs Adult	3,427	3,314	3,338	3,360	3,374	3,380	3,324	3,311	3,331	3,213	3,131	3,125
Audio Discs Teaching Company	880	883	894	878	900	898	906	906	919	916	917	917
Audio Discs YA	151	151	150	151	153	153	153	154	157	157	161	161
Audio Disc Juv	775	775	778	777	761	760	765	771	771	774	786	799
Total Audio Discs	5,233	5,123	5,160	5,166	5,188	5,191	5,148	5,142	5,178	5,060	4,995	5,002
DVD Adult	6,272	6,280	6,310	6,264	6,291	6,309	6,232	6,269	6,315	6,334	6,291	6,210
DVD Teaching Company	289	304	313	306	318	318	318	318	321	363	363	363
DVD Juv	2,366	2,372	2,380	2,383	2,387	2,400	2,402	2,418	2,445	2,458	2,501	2,519
Total DVD	8,927	8,956	9,003	8,953	8,996	9,027	8,952	9,005	9,081	9,155	9,155	9,092
Total AV	18,904	18,841	18,942	18,926	19,023	19,085	18,987	19,052	19,151	18,879	18,868	18,815
3-D Objects (Backpacks, Thermal Cam)	10	10	10	108	109	109	109	109	109	109	109	112
Unassigned	24	17	25	37	0	2	6	3	1	0	6	8
TOTAL PHYSICAL COLLECTION	136,220	137,491	140,755	140,117	140,587	140,590	139,537	139,903	140,140	139,220	138,791	138,875
Electronic Records Count												
Electronic books	8,514	9,269	9,376	9,436	9,562	9,662	9,702	9,803	9,916	10,010	10,157	11,233
Electronic Audios	1,795	2,307	2,336	2,363	2,389	2,434	2,458	2,479	2,508	2,533	2,591	3,073
Electronic Reference												
Electronic magazines												
Total Electronic Records	10,309	11,576	11,712	11,799	11,951	12,096	12,160	12,282	12,424	12,543	12,748	14,306
Total MRSPL Collection	146,529	149,067	152,467	151,916	152,538	152,686	151,697	152,185	152,564	151,763	151,539	153,181

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ADULT COLLECTION												
Non Fiction												
NEW	1,882	1,711	1,750	1,786	1,460	1,484	1,672	1,426	1,484	1,458		
Ref/Pro/Off Ref	5	7	1	1	3	11	2	3	9	6		
000-099	55	108	81	115	90	76	110	79	81	89		
100-199	142	222	187	211	173	162	183	174	185	143		
200-299	57	87	120	78	76	75	125	96	131	118		
300-399	320	520	504	523	413	412	500	457	445	351		
400-499	69	88	89	67	51	89	70	69	53	62		
500-599	77	158	137	140	131	131	106	116	98	120		
600-699	521	761	723	615	643	598	859	688	703	665		
700-799	270	423	393	355	339	290	338	363	336	318		
800-899	144	173	177	143	130	124	158	162	109	140		
900-999	264	507	419	495	398	391	450	388	402	364		
Travel	968	816	599	603	557	577	758	706	909	806		
Biography	129	165	155	143	163	204	215	183	173	160		
Folio	17	13	19	22	46	17	18	16	12	28		
3 day loan	0	0	0	0	7	0	0	0	0	0		
Total Adult Non Fiction	4,920	5,759	5,354	5,297	4,680	4,641	5,564	4,926	5,130	4,828	0	0
Fiction												
NEW	1,251	1,420	1,382	1,360	1,146	1,265	1,336	1,202	1,208	1,277		
Fiction	3068	2,945	2,404	2,318	2,036	2,186	2,401	2,046	2,132	2,051		
Mystery	886	907	779	811	665	818	915	754	766	742		
SF/Fantasy	437	394	362	338	302	323	392	371	381	383		
Graphic Novel (Adult/YA)	492	494	447	350	321	389	404	407	435	380		
Total Adult Fiction	6,134	6,160	5,374	5,177	4,470	4,981	5,448	4,780	4,922	4,833	0	0
Other												
Book Club Kits	6	5	12	16	7	4	12	9	14	4		
Large Print (Fic & NF)	221	198	167	202	179	185	198	171	186	200		
Paperbacks	345	346	272	250	164	212	224	189	138	91		
Periodicals (adult, J, YA)	300	359	318	292	308	352	374	333	278	268		
Machine Readable Data (remove line)	0	0	0	0	0	0	0	0	0	0		
Unassigned	5	3	0	5	0	3	3	1	1	2		
Total Other	877	911	769	765	658	756	811	703	617	565	0	0
Total Adult Circulation	11,931	12,830	11,497	11,239	9,808	10,378	11,823	10,409	10,669	10,226	0	0
JUVENILE COLLECTION												
Non-Fiction												
JOff/Ref/Pro	3064	2,179	2,178	2,203	1,839	2,004	2,137	2,161	2,337	2,114		
Parents	9	1	3	4	1	4	3	1	5	0		
Teachers	109	77	98	98	100	66	92	88	70	84		
	20	11	19	17	12	12	15	8	4	10		

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Jbiography	176	178	171	160	112	98	171	339	594	394		
Total JUV Non-Fiction	3,378	2,446	2,469	2,482	2,064	2,184	2,418	2,597	3,010	2,602	0	0
Fiction	2966	2,524	2,087	1,940	1,710	1,679	1,916	1,844	2,099	1,803		
J Graphic Novels	1,291	1,304	1,108	1,009	964	1,010	1,008	1,072	1,242	934		
J-Beg	787	666	651	671	650	618	1,056	1,169	1,301	1,246		
JE Picture Books	5856	5,705	5,597	5,112	4,584	3,627	4,797	4,802	5,626	4,520		
Books to Go	266	300	200	220	205	92	221	195	267	129		
JE-easy	2,385	2,271	2,262	2,055	1,835	1,692	1,949	1,709	1,949	1,572		
Other (Holiday/Language)												
Holiday	14	10	161	296	323	789	155	107	63	3		
Language	120	140	153	152	94	66	129	138	131	87		
Board Books	1,313	1,279	1,241	1,185	1,038	962	901	904	1,183	935		
Series Books	1,846	1,501	1,270	1,083	1,109	1,010	555	130	30	0		
Total Juv Fiction	16,844	15,700	14,730	13,723	12,512	11,545	12,687	12,070	13,891	11,229	0	0
Total Juvenile	20,222	18,146	17,199	16,205	14,576	13,729	15,105	14,667	16,901	13,831	0	0
YOUNG ADULT COLLECTION												
YA Fiction	1,068	959	628	514	610	583	649	481	505	515		
YA Non Fiction	113	122	77	70	49	104	147	152	143	116		
Storage	8	11	4	2	1	4	3	1	0	0		
Total YA	1,189	1,092	709	586	660	691	799	634	648	631	0	0
Total Juv + YA	21,411	19,238	17,908	16,791	15,236	14,420	15,904	15,301	17,549	14,462	0	0
AUDIO VISUAL COLLECTION												
Audiobooks Adult	767	849	633	692	636	563	494	454	517	533		
Audiobooks Juvenile	456	334	193	213	269	247	192	193	172	299		
Audiobooks YA	31	39	12	12	9	14	9	11	11	13		
Compact Discs Adult	663	710	559	736	671	658	685	519	655	436		
Compact Discs Juvenile	130	114	113	134	106	83	110	107	132	132		
DVD Adult	3764	4,061	3,628	4,042	4,140	5,115	4,541	4,176	4,020	3,313		
DVD Juvenile	1952	1,783	1,261	1,499	1,404	1,443	1,407	1,433	1,600	1,461		
Teaching Company sets	155	203	259	144	138	153	165	158	201	188		
Total AV Circulation	7,918	8,093	6,658	7,472	7,373	8,123	7,438	6,893	7,107	6,187	0	0
Overdrive eBooks	3,966	4,022	3,549	3,393	3,386	3,694	3,948	3,587	3,742	3,788		
Freeding	40	44	43	16	39	33	20	20	10	33		
RB Digital ebooks	3	1	4	2	0	5	4	0	0	3		
Total eBook Circulation	4,009	4,067	3,596	3,411	3,425	3,732	3,972	3,607	3,752	3,824	0	0
Total Freegal Circulation	1,589	1,447	1,718	1,605	1,428	1,645	1,387	1,497	1,584	1,677		
Eaudio Books - RBDigital & OverDrive	1,555	1,630	1,526	1,560	1,620	1,705	1,679	1,516	1,674	1,839		

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ComicPlus - started in May 18, 2017	26	50	220	113	6	0	0	0	0	0		
RB Digital Magaz. replaced Zinio 10/23/17	493	499	462	684	1,029	830	910	825	995	855		
Total Downloadable Collection	7,672	7,693	7,522	7,373	7,508	7,912	7,948	7,445	8,005	8,195	0	0
1 Week Loan Obj (backpacks, umbrellas)	17	7	6	12	2	0	3	3	8	0		
3 Week Loan Object (gardening kits)	14	0	2	3	2	0	0	1	2	2		
Thermal Cameras	6	5	6	8	7	11	7	6	2	1		
Toy Kits												
TOTAL Circulation	47,766	46,774	42,888	42,309	39,274	40,153	42,324	39,423	42,692	38,440	0	0
Pedestrian Count	16,066	16,586	10,259	7,258	10,469	9,877	11,260	11,000	11,871	11,689		
Web Site Views	37,346	34,012	30,833	30,672	27,272	26,104	30,837	26,673	28,593	27,185		
Computer Use												
Downstairs (logons) 10 Computers	896	903	797	860	735	648	679	582	634	665		
Downstairs (minutes)	46,141	58,315	54,255	62,901	52,915	42,604	53,182	44,970	44,420	47,883		
Upstairs (logons) 8/6 Computers	342	295	284	235	241	245	210	190	204	222		
Upstairs (minutes)	13,252	11,598	10,765	14,077	9,989	7,353	7,292	6,478	6,891	7,964		
Juvenile (logons) 2 Computers	108	85	71	17	43	36	42	35	43	32		
Juvenile (Minutes)	6,211	5,261	5,213	15	3,165	3,537	2,893	1,242	1,741	2,328		
Total logons (18 workstations)	1,346	1,283	1,152	1,112	1,019	929	931	807	881	919	0	0
Total minutes (18 workstations)	65,604	75,174	70,233	76,993	66,069	53,494	63,367	52,690	53,052	58,175	0	0
* pharos computer use drops significantly due to a change that made the system more efficient												
Public Printers												
B&W Printer (Ricoh)--formerly "upstairs"												
Jobs	461	613	466	479	298	199	409	380	365	422		
Pages	1,341	1,820	1,223	1,286	733	481	1,205	900	1,287	1,166		
Color Printer (Xerox)--formerly "downstairs"												
Jobs	109	105	89	91	107	40	85	53	36	44		
Pages	191	193	198	195	289	82	180	101	82	127		
Amount Billed	\$211.10	\$260.35	\$220.80	\$211.50	\$144.20	\$86.05	\$200.25	\$135.50	\$191.95	\$170.10		
Total Number of Jobs	570	718	555	570	405	239	494	433	401	466	0	0
Total Number of Pages	1,532	2,013	1,421	1,481	1,022	563	1,385	1,001	1,369	1,293	0	0
Reserves												
Total Reserves	3,273	3,108	2,884	3,120	3,015	2,681	3,574	3,019	3,254	2,711		
Self Checkout Transactions	10,534	9,875	9,999	9,915	9,606	9,430	10,629	9,689	10,747	9,334		
Patron Notices												
Overdue Notices												
Reminder Notices												
Patron Statistics												
Employee/Other	164	163	162	170	169	170	171	173	178	182		
City Adult	7,732	7,798	7,848	7,899	7,933	7,973	7,998	8,040	8,071	8,109		

Circulation Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
City Senior	1,676	1,688	1,713	1,726	1,743	1,764	1,776	1,795	1,811	1,823		
Total City Adult	9,572	9,649	9,723	9,795	9,845	9,907	9,945	10,008	10,060	10,114	0	0
City YA	1,176	1,192	1,219	1,226	1,236	1,241	1,251	1,250	1,254	1,261		
City Juv	1,298	1,293	1,376	1,360	1,354	1,343	1,333	1,328	1,309	1,290		
Total City Juv	2,474	2,485	2,595	2,586	2,590	2,584	2,584	2,578	2,563	2,551	0	0
Total City Patrons	12,046	12,134	12,318	12,381	12,435	12,491	12,529	12,586	12,623	12,665	0	0
* cleaned up data-- got rid of previous employees and shifted admin cards.												
Out of City Adult	13,240	13,358	13,483	13,530	13,591	13,656	13,704	13,794	13,867	13,935		
Out of City Senior	3,103	3,136	3,171	3,211	3,239	3,277	3,301	3,345	3,371	3,400		
Total Out of City Adult	16,343	16,494	16,654	16,741	16,830	16,933	17,005	17,139	17,238	17,335	0	0
Out of City YA	1,071	1,075	1,083	1,081	1,087	1,093	1,102	1,109	1,119	1,126		
Out of City Juvenile	949	951	953	951	946	930	918	902	888	868		
Total Out of City Juv	2,020	2,026	2,036	2,032	2,033	2,023	2,020	2,011	2,007	1,994	0	0
Total Non City Patrons	18,363	18,520	18,690	18,773	18,863	18,956	19,025	19,150	19,245	19,329	0	0
Total Registered Patrons	30,409	30,654	31,008	31,154	31,298	31,447	31,554	31,736	31,868	31,994	0	0
# New Patrons Added	295	284	361	191	163	119	215	172	171	135		
Gabbie												
Unique Numbers	572	597	541	494	492	515	489	519	515	478		
Successful Renewal	369	329	341	342	332	352	338	369	368	345		
Total Messages Sent/Received	2,545	2,762	2,212	2,163	2,185	2,293	2,197	2,208	2,380	2,333		

Collection Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Adult Count												
Fiction												
NEW*	1,254	1,142	1,204	1,191	1,198	1,283	1,439	1,391	1,259	1,347		
Fiction	15,386	15,406	15,301	14,763	14,477	14,211	12,743	12,299	12,237	11,660		
Mystery	5,835	5,827	5,785	5,688	5,731	5,310	5,103	4,784	4,606	4,660		
Paperback	1,251	1,272	1,289	1,088	1,093	930	948	869	685	195		
SF/Fantasy	2,177	2,175	2,112	2,085	2,042	1,957	1,988	1,807	1,732	1,770		
Romance									232	258		
Graphic Novels	1,541	1,549	1,520	1,533	1,543	1,515	1,430	1,388	1,247	1,267		
Total Fiction	26,190	26,229	26,007	25,157	24,886	23,923	22,212	21,147	20,739	19,810	0	0
Non Fiction												
NEW*	1,934	1,832	1,913	1,857	1,634	1,568	1,741	1,654	1,561	1,553		
Microforms/CDROM	3	3	3	3	3	3	3	3	3	3		
Ref/Off.Ref/Pro	2,971	2,982	2,976	2,973	2,970	2,990	2,989	2,851	2,753	2,538		
000-099	1,123	1,091	1,092	1,101	927	879	894	863	825	793		
100-199	2,360	2,320	2,343	2,354	2,305	2,310	1,893	1,784	1,800	1,818		
200-299	2,152	2,153	2,161	2,166	2,169	2,171	2,190	2,024	1,599	1,622		
300-399	5,210	5,166	5,167	5,162	5,092	5,065	5,131	5,161	5,055	4,759		
400-499	889	904	816	822	818	818	707	602	602	599		
500-599	1,650	1,656	1,669	1,680	1,535	1,350	1,231	1,234	1,240	1,250		
600-699	6,617	6,499	6,490	6,162	5,936	5,889	5,739	5,358	5,378	5,376		
700-799	6,045	6,059	5,778	5,827	5,490	5,069	4,947	4,553	4,292	4,235		
800-899	3,854	3,866	3,428	3,290	3,134	2,941	2,653	2,579	2,519	2,381		
900-999	7,367	7,288	7,244	7,255	6,879	6,749	6,280	5,987	5,436	5,087		
Folios	868	869	748	515	423	426	426	427	427	422		
Bio	2,680	2,686	2,693	2,705	2,709	2,707	2,399	2,192	2,131	2,150		
Travel	1,759	1,735	1,743	1,774	1,782	1,725	1,504	1,523	1,535	1,565		
VaC	3,261	3,272	3,249	3,265	3,145	3,038	2,928	2,905	2,935	2,945		
3 Day Loan (Fed Chkbk)	0	0	0	0	2	2	2	2	2	2		
Total Non Fiction	48,809	48,549	47,600	47,054	45,319	44,132	41,916	40,048	38,532	37,545	0	0
Kits (Book Club)	194	194	194	194	194	194	194	194	193	193		
Large Print (Fic/NF)	1,918	1,923	1,877	1,830	1,843	1,774	1,502	1,484	1,494	1,505		
Total Adult Collection	77,111	76,895	75,678	74,235	72,242	70,023	65,824	62,873	60,958	59,053	0	0

Collection Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Juvenile Count												
Fiction												
J Fiction	4,717	4750	4,644	4474	4210	4,066	3,776	3,821	3,727	3,616		
Books to go	358	358	357	358	357	357	357	355	349	268		
Books to go bags	50	50	50	50	50	50	50	50	50	50		
J Graphic Novels	991	1008	999	1014	1016	1,028	1,044	1,047	1,000	895		
Beginning Readers	756	765	774	790	793	802	1,165	1,196	1,187	1,169		
YA Fiction	1,848	1,908	1,925	1945	1,944	1,961	1,763	1,588	1,565	1,591		
Storage	22	22	22	22	22	22	22	7	7	7		
JE	10,629	10,641	10,414	9,777	9,474	8,978	8,433	8,018	7,968	7,188		
JE-easy	1,739	1,753	1,664	1,666	1,655	1,659	1,622	1,566	1,508	1,375		
Board books	1,117	1,110	1,093	1,051	1,055	957	927	914	899	763		
Series paperbacks	1,963	1,952	1,524	1,436	1,460	1,170	318	80	27	2		
Holiday	983	983	747	745	743	752	699	563	0	0		
Language	670	670	670	670	669	668	670	613	472	439		
Total J/YA Fiction	25,843	25,970	24,883	23,998	23,448	22,470	20,846	19,818	18,759	17,363	0	0
Non Fiction												
Ref/Pro/Off	380	373	366	328	328	329	327	323	319	319		
Parents	500	501	502	509	510	511	516	519	521	524		
Teachers	147	147	147	147	147	146	146	146	146	146		
J000-099	134	135	116	123	121	122	117	118	95	95		
J100-199	74	74	57	61	61	61	61	61	60	60		
J200-299	298	298	266	276	278	271	273	273	239	241		
J300-399	1,307	1,306	1,258	1,265	1,267	1,265	1,267	1,261	1,084	1,080		
J400-499	150	150	150	150	149	149	149	149	94	94		
J500-599	2,591	2,590	2,551	2,222	2,110	2,065	2,074	2,070	1,881	1,855		
J600-699	1,417	1,416	1,419	1,417	1,418	1,276	1,149	1,036	818	783		
J700-799	2,077	2,075	2,084	2,084	2,083	2,082	1,874	1,597	1,052	898		
J800-899	728	728	729	729	729	728	729	675	384	390		
J900-999	2,884	2,884	2,886	2,886	2,890	2,885	2,874	2,736	1,694	1,692		
J Bio	1,282	1,282	1,282	1,286	1,285	1,287	958	722	753	789		
YA Non Fiction	486	486	484	483	489	501	516	330	310	307		
Total J/YA Non Fiction	14,455	14,445	14,297	13,966	13,865	13,678	13,030	12,016	9,450	9,273	0	0
Juv Kits	13	3	3	3	3	3	3	3	3	3		
Total J/YA Collection	40,311	40,418	39,183	37,967	37,316	36,151	33,879	31,837	28,212	26,639	0	0

Collection Statistics

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Periodicals (Adult and J)	2,171	2,321	2,437	2,159	2,320	1,950	2,070	2,207	1,966	2,109		
Audio Visual Count												
Audio JY sets	193	193	191	191	189	189	189	188	185	185		
Compact Discs Adult	3,843	3,914	3,917	3,864	3,872	3,886	3,830	3,834	3,830	3,823		
Compact Discs Juv	745	745	745	748	745	746	746	740	736	734		
Total Compact Discs	4,588	4,659	4,662	4,612	4,617	4,632	4,576	4,574	4,566	4,557	0	0
Audio Discs Adult	3,135	3,206	2,821	2,453	2,416	2,437	2,454	2,461	2,486	2,511		
Audio Discs Teaching Company	917	917	937	939	939	937	937	959	959	959		
Audio Discs YA	161	162	162	162	162	163	164	163	109	104		
Audio Disc Juv	799	801	780	718	691	653	665	670	673	673		
Total Audio Discs	5,012	5,086	4,700	4,272	4,208	4,190	4,220	4,253	4,227	4,247	0	0
DVD Adult	6,154	6,182	6,212	6,097	6,094	6,110	5,876	5,812	5,365	5,375		
DVD Teaching Company	363	363	373	375	375	374	374	374	374	373		
DVD Juv	2,522	2,526	2,521	2,538	2,554	2,518	2,491	2,350	2,282	2,272		
Total DVD	9,039	9,071	9,106	9,010	9,023	9,002	8,741	8,536	8,021	8,020	0	0
Total AV	18,832	19,009	18,659	18,085	18,037	18,013	17,726	17,551	16,999	17,009	0	0
1 wk obj (Backpacks, umbrellas)	119	119	119	119	118	12	12	11	8	8		
3 wk obj (gardening kits)						3	3	3	3	3		
Thermal Cameras						4	4	4	4	4		
STEM Resource Hub						99	99	0	0	0		
Unassigned	3	2	1	4	4	5	2	1	1	1		
TOTAL PHYSICAL COLLECTION	138,547	138,764	136,077	132,569	130,037	126,154	119,513	114,480	108,144	104,819	0	0
Electronic Records Count												
Electronic books	11,337	11,558	11,551	11,682	11,785	11,894	11,985	12,058	12,085	12,247		
Electronic Audios	3,103	3,148	3,179	3,222	3,270	3,311	3,346	3,400	3,428	3,476		
Electronic Reference												
Electronic magazines												
Total Electronic Records	14,440	14,706	14,730	14,904	15,055	15,205	15,331	15,458	15,513	15,723	0	0
Total MRSPL Collection	152,987	153,470	150,807	147,473	145,092	141,359	134,844	129,938	123,657	120,542	0	0

	BOOK SALE COLLECTIONS	Book Bags COLLECTIONS
FY2019 BUDGET		
JULY	\$1,208.27	\$43.00
AUGUST	\$1,337.98	\$95.28
SEPTEMBER	\$1,231.09	\$100.54
OCTOBER	\$1,410.74	\$65.62
NOVEMBER	\$1,170.73	\$29.54
DECEMBER	\$1,206.21	\$55.72
JANUARY	\$1,070.70	\$20.00
FEBRUARY	\$1,289.42	\$64.29
MARCH	\$1,022.06	\$78.14
APRIL	\$501.31	\$45.62
MAY	\$0.00	\$0.00
JUNE	\$0.00	\$0.00
Total Book Sale	\$11,448.51	
Total Book Bag Sale	\$597.75	
TOTAL FUNDS RAISED TO DATE	\$12,046.26	

MEMORIALS FY2019	
JULY	
MRSPL Foundation 7/18/18	\$2,000.00
Misc. Cash Rung in at Register	\$20.09
AUGUST	
Garden Club 8/27/18	\$150.00
Misc. Cash Rung in at Register	\$15.08
SEPTEMBER	
Misc. Cash Rung in at Register	\$144.00
OCTOBER	
Don Wasserman	\$100.00
John Doleman	\$200.00
Misc. Cash Rung in at Register	\$132.90
NOVEMBER	
Theodore Pierce	\$200.00
Neil Cohen	\$250.00
Misc. Cash Rung in at Register	\$33.44
DECEMBER	

Marjorie Witting (Jane Lundy Memorial)	\$35.00
Jonathan Peck	\$100.00
Misc. Cash Rung in at Register	\$296.59

JANUARY

Misc. Cash Rung in at Register	\$34.62
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FEBRUARY

Misc. Cash Rung in at Register	\$46.35
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MARCH

Library Foundation	\$4,150.00
Misc. Cash Rung in at Register	\$106.59

APRIL

Theodore Pierce	\$200.00
Santi Sivakumar	\$10.00
Misc. Cash Rung in at Register	\$28.35

MAY

Misc. Cash Rung in at Register	\$0.00
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JUNE

Misc. Cash Rung in at Register	\$0.00
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MEMORIAL FUNDS RAISED TO DATE	\$8,253.01
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