

**TO:** Plymouth District Library Board

**DATE:** August 16, 2019 6

**RE:** Monthly Report

**FROM:** Carol Souchock  
Director

**July 2019 Statistics:**

Circulation – Books & Other	68,112
Circulation – Overdrive Downloads	6,655
Circulation – Hoopla	1,439
Circulation – Flipster (e-Magazines)	525
Circulation – Kanopy (e-movies)	158
<b>Total Circulation</b>	<b>76,889</b>

<b>Electronic Access</b>	19,695 sessions to our web site
App Use	4,223
App Unique Devices	718
App Page Views	5165
Public computer use	2,633 hours of use
Wireless use	14,093 sessions
Volunteer Hours	81 Teens & 200 Adult = <b>281</b>
Outside Groups Meeting Room Use	66 Meetings/574 attendees
PDL Meeting Room Use	39 Programs or Meetings /1420 attendees

**Library Programs and Services:**

This month we celebrated the 50<sup>th</sup> Anniversary of the Moon Landing with an event which drew in 200 people of all ages. We featured a showing of Walter Cronkite's television broadcast of this famous event. In addition we gathered memories from those who remember that day and provided a multitude of VR (virtual reality) and AR (augmented reality) options to allow our patrons to experience a moon landing and other space themed activities. Our staff dressed up in 60's clothing and great time was had by all!



Another popular program this month was our Retro Gaming Day which drew 75 folks to participate. In our youth area, we worked again this summer, with the Salvation Army Day Camp, in collaboration with the United Way. The United Way provides transportation for the SA to bring the children attending Summer Camp to the library each week. Our staff works closely with the SA staff to provide these visitors with a traditional summer reading library experience. This project was initiated by the United Way a few years ago and facilitated through my Rotary connections.

Also, this summer children were provided teen aged “Reading Buddies” volunteers under the direction of Heather Pacheco, one of our reference assistants.

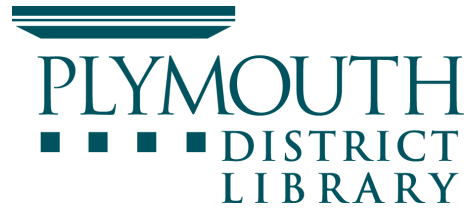
Summer Reading fun for ages continued in July. Many may be surprised that the summer months are some of the libraries busiest times.

### **Technology Updates:**

Our building wide computer time management and paid printing systems are due for replacement. With the updates we plan on providing wireless printing and soon need to move forward with providing use of debit/credit cards for printing throughout the library based on demand.

Work continues on a pilot roll out of alternative paid printing software for our lab. We are trying out a product called PaperCut in this area. This will tie in to our new graphic printer and this system will allow our patrons to use debit/credit cards when printing from the lab computers.

We have scheduled an open house to celebrate our lab upgrades on Saturday November 23 from 11 am – 2 pm. The replacement of lab computers and the installation of the Adobe Creative Cloud



software suite will be completed in time for the open house. This project was funded by the State of Michigan appropriation we received last fall. Melanie Bell our new head of IT is taking on leadership of this project.

### **Director's Activities:**

This month I focused on providing oversight on our teen room electrical upgrades which involved several work shifts overnight and on the weekends when the library was closed. In addition I met with a new local company called Maven as we investigate the potential elimination of POTS (plain old telephone lines) and a backup ISP.

Holly Hibner graciously attended the Leanna Hicks Public Library Ground Breaking Ceremony, in my absence, while I was on vacation. The new Inkster Library was designed by our architectural team and will be built by McCarthy & Smith. Their library sustained significant building emergencies over the last five years and I have provided their leadership with support in recent years past.

This month I proudly started serving the Plymouth community as the President of the Plymouth Rotary Club. Part of these responsibilities involves me speaking about Rotary and the Library from the stage of the Friday night concerts in downtown Plymouth to thousands and engaging weekly with concert goers from a tent in Kellogg Park.

July department reports are attached. All reports are posted on the Library's web page [plymouthlibrary.org](http://plymouthlibrary.org), and print versions are available in the public meeting packet at Upper Level Reference.

## ANNUAL CIRCULATION -- PLYMOUTH DISTRICT LIBRARY

Books and Materials circulation, including in house use and electronic resources

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Change from previous year
JANUARY	84,363	85,759	87,551	88,408	84,739	76,457	76,430	75,399	70,347	67,220	65,816	-2.09%
FEBRUARY	82,946	81,886	85,085	86,994	79,891	76,133	72,587	72,523	64,813	62,271	60,969	-2.09%
MARCH	95,291	93,850	93,960	89,549	90,269	88,531	79,347	79,780	67,406	72,436	69,554	-3.98%
APRIL	87,952	85,582	88,645	84,872	86,178	80,485	68,944	72,663	69,101	65,250	66,641	2.13%
MAY	83,779	80,664	80,787	79,194	73,298	77,661	69,006	68,816	66,070	61,116	62,829	2.80%
JUNE	98,465	96,317	93,841	91,929	86,209	89,418	82,853	79,146	74,359	73,759	68,681	-6.88%
JULY	106,219	103,150	98,321	100,719	98,505	97,402	87,997	84,194	77,855	79,361	76,889	-3.11%
AUGUST	102,728	103,073	97,431	94,868	88,896	86,989	85,330	82,568	74,516	76,302		
SEPTEMBER	82,543	80,034	75,596	76,733	71,428	72,392	68,676	67,208	61,033	60,255		
OCTOBER	87,637	84,161	80,382	84,453	75,643	75,774	69,897	69,130	64,490	63,278		
NOVEMBER	86,413	86,823	83,511	80,897	72,172	75,115	71,331	67,397	61,874	61,688		
DECEMBER	79,425	77,680	78,391	71,381	69,208	73,732	66,505	63,327	60,402	57,948		
<b>TOTAL</b>	<b>1,077,761</b>	<b>1,058,979</b>	<b>1,043,501</b>	<b>1,029,997</b>	<b>976,436</b>	<b>970,089</b>	<b>898,903</b>	<b>882,151</b>	<b>812,266</b>	<b>800,884</b>		
<b>Change from previous year</b>	<b>6.30%</b>	<b>-1.74%</b>	<b>-1.46%</b>	<b>-1.29%</b>	<b>-5.20%</b>	<b>-0.65%</b>	<b>-7.34%</b>	<b>-1.86%</b>	<b>-7.92%</b>	<b>-1.40%</b>		

\* January 2007 onward includes Overdrive statistics

\* January 2015 onward includes Flipster statistics

\* May 2015 onward includes in house use statistics

\* March 2016 onward include Hoopla statistics

\* January 2019 onward include Kanopy statistics

## ANNUAL CIRCULATION -- PLYMOUTH DISTRICT LIBRARY

Books and Materials circulation, including in house use

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Change from previous year
JANUARY	84,190	85,237	86,807	86,829	82,673	73,797	72,782	71,050	65,279	60,441	57,584	-4.73%
FEBRUARY	82,711	81,419	84,332	85,254	78,151	73,631	69,080	68,317	60,293	56,056	53,402	-4.73%
MARCH	95,076	93,303	93,207	88,057	88,282	85,865	75,870	75,551	62,496	65,444	61,396	-6.19%
APRIL	87,694	85,011	87,853	83,429	84,216	78,012	65,585	68,416	64,521	59,064	58,771	-0.50%
MAY	83,489	80,116	80,054	77,781	71,366	75,148	65,862	64,760	61,337	54,817	54,665	-0.28%
JUNE	98,207	95,791	93,014	90,287	84,050	86,829	79,334	74,808	69,283	66,881	60,146	-10.07%
JULY	105,928	102,544	97,484	98,891	96,288	94,483	84,204	79,287	72,325	72,135	68,112	-5.58%
AUGUST	102,406	102,483	96,392	92,920	86,533	84,115	81,455	77,935	69,118	69,037		
SEPTEMBER	82,213	79,484	74,575	75,060	69,438	69,792	65,067	62,752	55,956	53,674		
OCTOBER	87,199	83,536	79,383	82,844	73,550	73,078	66,196	64,745	58,982	56,256		
NOVEMBER	86,031	86,248	82,408	79,326	70,246	72,378	67,798	63,067	56,720	55,042		
DECEMBER	78,990	77,079	77,051	69,705	67,092	70,915	62,680	58,703	54,806	50,841		
TOTAL	1,074,134	1,052,251	1,032,560	1,010,383	951,885	938,043	855,913	829,391	751,116	719,688		
Change from previous year	6.90%	-2.04%	-1.87%	-2.15%	-5.79%	-1.45%	-8.76%	-3.10%	-9.44%	-4.18%		

## ANNUAL CIRCULATION -- PLYMOUTH DISTRICT LIBRARY

### Electronic resources

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	Change from previous year
JANUARY	173	522	744	1579	2066	2660	3648	4349	5068	6779	8232	21.43%
FEBRUARY	235	467	753	1740	1740	2502	3507	4206	4520	6215	7567	21.75%
MARCH	215	547	753	1492	1987	2666	3477	4229	4910	6992	8158	16.68%
APRIL	258	571	792	1443	1962	2473	3359	4247	4580	6186	7870	27.22%
MAY	290	548	733	1413	1932	2513	3144	4056	4733	6299	8164	29.61%
JUNE	258	526	827	1642	2159	2589	3519	4338	5076	6878	8535	24.09%
JULY	291	606	837	1828	2217	2919	3793	4907	5530	7226	8777	21.46%
AUGUST	322	590	1039	1948	2363	2874	3875	4633	5398	7265		
SEPTEMBER	330	550	1021	1673	1990	2600	3609	4456	5077	6581		
OCTOBER	438	625	999	1609	2093	2696	3701	4385	5508	7022		
NOVEMBER	382	575	1103	1571	1926	2737	3533	4330	5154	6646		
DECEMBER	435	601	1340	1676	2116	2817	3825	4624	5596	7107		
<b>TOTAL</b>	<b>3627</b>	<b>6728</b>	<b>10941</b>	<b>19614</b>	<b>24551</b>	<b>32046</b>	<b>42990</b>	<b>52760</b>	<b>61150</b>	<b>81196</b>		
<b>Change from previous year</b>	<b>92.11%</b>	<b>85.50%</b>	<b>62.62%</b>	<b>79.27%</b>	<b>25.17%</b>	<b>30.53%</b>	<b>34.15%</b>	<b>22.73%</b>	<b>15.90%</b>	<b>32.78%</b>		

\* January 2007 onward includes Overdrive statistics

\* January 2015 onward includes Flipster statistics

\* March 2016 onward include Hoopla statistics

\* January 2019 onward include Kanopy statistics

**July 2, 2019**

## **Electronic Services**

### **June Report**

Submitted by Mary Kelly

## **Technology Training/Programming**

### **Upcoming Programming**

August 5: Excel Basics

September 11: Computer Basics 1

September 18: Computer Basics 2

September 24: Excel Basics

September 25: Publisher Basics

October 9: Medicare Presentation

October 10: Google Docs

October 14: Computer Basics 1

October 16: Word Processing Basics

October 21: Computer Basics 2

October 24: Digital Photo Storage (New!)

November 6: Computer Basics 1

November 13: Computer Basics 2

November 14: Google Docs

November 20: Let Me Google That For You

December 2: Excel Basics

December 10 Google Docs

### **Programming Notes:**

We have solidified our tech programs through the end of the year. I want to highlight Sean Glasgow's new course: **Digital Photo Storage on October 24**. This is one our patrons have requested and I want to thank Sean for putting the course together. I have a feeling this will be one that goes on our regular rotation.

**Medicare part D enrollment** starts on October 15 and entails 6 weeks of assisting with open enrollment. October 9 will be a presentation from the Senior Alliance about Medicare options. I am proud to be a part of this extremely successful program. The enrollment issues are important and providing this service sets our library apart in so many ways.

### **Website Status**

The website dominated most of my work during July. The switch went pretty smoothly and staff has been extremely helpful in the fine tuning. Although a website really is never completely "done", the big issues have been sorted. Data collection, maximizing our form capabilities, fine tuning our UX, and accessibility helps are the next items on the agenda. The mobile nature of the website is such that we have smaller pages, and limited sidebars, so that smaller devices can better read the information.

I am looking forward to our new IT manager's contributions. Some of the issues I am hoping to discuss in detail with Melanie are increased security, protocols, and other network related issues that affect the website.

I am adding documentation within the website and on paper to make sure that everyone involved know the settings, plugins, and basic how to. I also created training materials that will

help editors and contributors to the site follow our basic template and understand the mechanics of adding and updating the website. Marjorie, Lauren, and Dana, in particular, have been instrumental in giving me feedback as well as creating content for the web. Holly is also providing additional training to staff that need to be able to update information.

### **Statistics**

Our new site went live in late June, so the data reported is probably not indicative of a regular reporting period, so making any conclusions about the site are early. Because we had a mobile and a regular site, running a comparison with data is misleading. We will need a couple of months of normal activity, before any conclusions can be made about the statistics we are generating, not just for the website, but for the databases as well.

I am also starting to track mobile and tablet use on our website. Fully a third of our web traffic is on a mobile or tablet. In addition, the mobile app is also growing in popularity and this can affect the web count as well.

Along with this change in a website, there was disruption in the ability to access all the databases, including MeL, for about a week. Holly and I redid the links quickly and the staff was very helpful in reporting and testing our outbound links to the databases.

### **Other**

I will be attending *Digipalooza* in Toronto in early August and I will begin my medical leave August 13. My new knee and I should be back in 6 weeks.

*Mary A. Kelly*



## Databases Changes June to July 2019

<b>Paid Databases</b>	<b>June</b>	<b>July</b>	<b>% change</b>
Consumer Reports-pg views	635	617	-3%
Consumer Reports-visits	52	60	15%
Flipster Searches	358	405	13%
Flipster sessions	406	506	25%
Novelist Plus sessions	21	40	90%
Novelist Searches	81	274	238%
Biography in Context searches	11	1	-91%
Biography in Context sessions	6	1	-83%
Gale Courses (enrollees)	9	9	no change
Gale Interactive Science searches	0	0	no change
Gale Interactive Science-sessions	1	1	no change
Lit Resource Center searches	5	2	-60%
Lit Resource Center sessions	2	2	no change
Lynda New Users	6	6	no change
Lynda Videos Viewed	888	833	-6%
Lynda.com active users	343	350	2%
Lynda.com log ins	169	257	52%
Mango Languages-sessions	17	25	47%
Morningstar Usage (page views searches)	292	n/a	n/a
Morningstar Usage (total log ins)	36	n/a	n/a
Ancestry unique searches	698	1,017	46%
Detroit Free Press	21	3	-86%
Fold3 Library Edition	1,465	77	-95%
Heritage Quest	0	144	144%
ProQuest Historical Newspapers: Detroit Free Press (1923-1999)	116	85	-27%
ProQuest Historical Newspapers: Detroit Free Press (1831-1922)	116	93	-20%
Sanborn Maps	0	0	no change
Reference USA (log ins)	68	57	-16%
Tumblebooks	53	3	-94%
Wowbrary Newsletters	2,378	2,401	1%
Wowbrary pages click through to catalog	1,921	1,580	-18%
Wowbrary pages viewed	3,649	3,317	-9%

## July 2019 Web, Social Media, Streaming, Overdrive

<b>Overdrive</b>	<b>June</b>	<b>July</b>	<b>% Change</b>
Overdrive ebooks checked out	3,767	4,008	6%
Overdrive eaudiobooks checked out	2,549	2,647	4%
Overdrive new users registered	70	79	13%
Overdrive unique patrons	1,264	1,335	6%
<b>Streaming</b>			
Hoopla-new patrons	38	45	18%
Hoopla-number of items used (circ)	1,472	1,439	-2%
Kanopy-unique patrons	42	52	24%
Kanopy-number of credits used	129	158	22%
<b>Social Media:</b>			
Twitter Followers	2,995	2,992	0%
Instagram Followers	1,002	994	-1%
Facebook Followers	3,508	3,307	-6%
<b>Reference Email</b>	77	35	-55%
<b>plymouthlibrary.org</b>			
Sessions	34,591	19,695	-43%
Users engaged in at least 1 session	18,462	9,014	-51%
mobile + tablet users	n/a	3,718	n/a
Page views	236,986	215,561	-9%
<b>m.plymouthlibrary.org (mobile site)</b>			
Sessions	1,411	1,289	-9%
Users engaged in at least 1 session	1,113	853	-23%
Page Views	3,923	2,730	-30%
<b>Mobile App</b>			
Unique devices used during the month	712	718	1%
# of times app was opened and used (launches)	3,887	4,223	9%
Total Page Views (including home page)	5,130	5,165	1%

## Adult Services Monthly Report July 2019

### Adult Programs

A07/01	ELL Conversation Group	12	
A07/08	ELL Conversation Group	17	
A07/08	ELL Reading Group	6	
A07/09	Contemporary Books	10	
G07/09	Chess Club	13	
A07/11	SCORE Small Business One-on-One	0	
A07/11	DIA Behind the Seen	6	
G07/11	Technology on the Job	3	
A07/15	ELL Conversation Group	17	
G07/15	Computer Basics 1	11	
G07/16	Let Me Google That For You	9	
A07/17	Fair Housing Past and Present	22	
G07/18	Books on Tap	10	
G07/22	Virtual Reality Moon Landing	200	
A07/22	ELL Conversation Group	18	
A07/22	ELL Reading Group	11	
G07/22	Computer Basics 2	11	
A07/22	Needlecrafters	4	
G07/23	Tabletop Game Day	5	
G07/23	Chess Club	16	
G07/23	Word Processing Basics	10	
G07/24	Brown Bag Books	30	
A07/24	SCORE Small Business One-on-One	2	
A07/25	SCORE Small Business One-on-One	0	
G07/25	Google Drive	3	
G07/27	Film Club	5	
G07/27	Retro Gaming Day	75	
A07/29	ELL Conversation Group	19	
G07/30	Let Me Google That for You	3	
A07/31	Genealogy: Vital Records	20	
15 Adult programs, Attendance 164		30 Total programs	
15 General programs, Attendance 404		568 Total attendance	

### Output Measures

Total questions: 5453 (5557 in 6/19, 5707 in 7/18)	At Ref desk: 1162 (1218 in 6/19, 1339 in 7/18)
At RA desk: 2109 (1951 in 6/19, 2071 in 7/18)	At Youth desk: 1794 (2022 in 6/19, 1923 in 7/18)
Short ref: 2086 (2046 in 6/19, 2101 in 7/18)	Extended ref: 413 (340 in 6/19, 411 in 7/18)
Readers Advisory: 168 (170 in 6/19, 156 in 7/18)	Programming: 845 (1205 in 6/19, 1020 in 7/18)
Equipment Assistance: 342 (288 in 6/19, 322 in 7/18)	Computer Instruction: 206 (203 in 6/19, 263 in 7/18)
Envisionware: 430 (469 in 6/19, 421 in 7/18)	Directional: 206 (189 in 6/19, 232 in 7/18)
Other: 584 (443 in 6/19, 593 in 7/18)	Group Study Rooms: 173 (204 in 6/19, 187 in 7/18)

### Flipster Use

July 2019 –525 total uses (618 in June 2019, 312 in July 2018)

### Projects:

Adult Summer Reading Program is still underway with just one week left.

Congratulations to Mary Kelly on a successful new website launch! We are still training in the back end and making tweaks to the site.

## Monthly Report for Teen Activities for July 2019

### **Teen Programs:** **16 Offered** **134 total attended**

07/06	Teen Tech Tutors	3 tutors, 1 student
07/06	Animanga	4
07/10	Code Club	5
07/13	Teen Tech Tutors	2 tutors, 0 students
07/15	Book Buddies	25 teens
07/16	Books & Bites	5
07/16	Teen Poets	1
07/17	Inclusive Social Group	5
07/17	Teen Volunteer Orientation	4
07/20	Teen Tech Tutors	3 tutors, 0 students
07/22	Book Buddies	19 teens
07/24	Teens Cook	17
07/26	Ultimate Frisbee/Super Soaker Challenge	0
07/27	Teen Tech Tutors	3 tutors, 1 student
07/30	Book Buddies	19 teens
07/31	Dungeons and Dragons	17

### **Outreach** **0 offered** **0 total attended**

### **Teen Collection Circulation**

	July '19	June '19	% Change Last Month	July '18	% Change Last Year
<b>TBOOKPACK</b>	7	7	0%	8	-13%
<b>TCDBOOK</b>	104	68	53%	102	2%
<b>TFIC</b>	1773	1756	97%	2132	-12%
<b>TGRNOVEL</b>	424	379	12%	329	29%
<b>THOTREAD</b>	179	167	7%	134	34%
<b>TMAGAZINE</b>	4	1	300%	4	0%
<b>TMANGA</b>	979	688	42%	698	40%
<b>TNEWF</b>	236	213	11%	387	-39%
<b>TNF</b>	254	229	11%	223	14%
<b>TSTACKS</b>	135	126	7%		
<b>TSTORAGE</b>	1	4	-75%		
<b>TSHADOW</b>	1	10	-90%		
<b>Total</b>	4097	3648	12%	4017	2%

### **YA Ebook Circulation**

- YA Fiction – 541 (492 in June 2019, 315 in July 2018)
- YA Nonfiction – 2 (9 in June 2019, 6 in July 2018)

### **Teen Volunteers** **81 hours**

- 4 teens for volunteer orientation = 1 hour each = 4 hours
- 60.5 hours of shelving and other tasks = 60.5 hours
- 11 teen computer tutors assisted 2 patrons = 1.5 hours each = 16.5 hours

## **Youth Services Monthly Report July 2019**

### **Programs:**

Baby programs 4p, 60j, 65a  
Preschool programs 11p, 194j, 122a  
School age programs 23p 534j, 254a  
Edge programs 1p, 5j, 1a  
All Ages 1p 106j, 130a

### **SRP:**

RTM 355 kids, SRP 548 kids, EDGE 242 kids. Total: 1,125  
Nonfiction game: I read 4—84 kids I read 8—50  
kids

The all ages program was a celebration of the 50 anniversary of the moon landing. We worked once again with the Salvation Army Daycamp providing weekly programs for them. “Reading Buddies”, a program matching teen volunteers with emergent readers that met each week. Reading buddies was run by Heather Pacheco, one of our RAs.

### **Displays:**

8 displays, including mermaids and VOX books.

### **Staff Development and Training:**

7-31 LB Handbook committee meeting

### **Circulation:**

<b>Youth Department</b>	<b>2019</b>	<b>2018</b>
CDs	249	373
Fiction	19,440	19,874
Nonfiction	4,631	4,687
Baby	39	29
DVD & bluray	4,052	4,250
Magazines	56	39
Audiobooks	914	941
Puppets	173	104
Videogames	488	583
<b>Total</b>	<b>30,042</b>	<b>30,880</b>

July 2019

Susan Stoney  
Community Relations

### **Marketing library programs**

Christmas in July Book Sale – July 12  
Poetry Workshop for Teens – July 16  
Moon Landing Celebration – July 20  
Retro Gaming Day – July 27  
Genealogy Research – July 31  
Summer Reading Programs - ongoing



### **Community Relations**

We welcomed Veg Michigan – a non-profit organization promoting a plant-based diet – to our lobby glass display.

Continuing our work with Know Our Neighbor, a grass-roots group promoting diversity, we hosted an evening program on July 17, *Fair Housing: Past and Present*, with speaker, Steve Tomkowiak of the Fair Housing Center of Metropolitan Detroit.



### **Volunteers**

Usually I hold a few volunteer orientation sessions each year – and two of them took place the week of July 15. Nine potential volunteers came in to learn about how we work with volunteers here at the library, potential duties, and scheduling. Just a reminder that all volunteers must live or work in the City of Plymouth or Plymouth Township.

Total adult volunteer hours for the month of July were 200.

### **Meeting Rooms**

Each year in June and July, I began scheduling rooms for library events and for community groups planning meetings for the remainder of 2019 and midway into 2020. I would estimate there are 60 groups requesting dates for monthly, bi-monthly, quarterly and annual meetings. Some groups can be flexible in their requests; others cannot due to organization by-laws and other reasons. We do our best to accommodate all – offering alternative dates when necessary and utilizing our valuable space the best we can.

Our Moon Landing anniversary, Retro Gaming and all the summer reading programs brought in almost 1500 people over the last month.

In July, our room usage stats were as follows:

Outside community groups	66 meetings	574 attendees
PDL groups & programs	<u>39 meetings</u>	<u>1420 attendees</u>
TOTAL	105 meetings	1994 attendees

# Technology Support Summary July 2019

## Projects:

Continued troubleshooting and managing wireless phone issues.  
Continued configuring PaperCut for print job management.  
Processing a new set of newspaper archives.  
Made preparations for the new I.T. Department Head.  
Created a copy of the new website for development and testing.

## Upgrades:

Upgraded several elements of the new Wordpress website.

## Replacements:

None.

## Updates:

Applied security updates to Linux and Windows servers.  
Applied security updates to public and staff workstations.  
Applied security updates to all Wordpress websites.

## Conferences:

TLN Technology Committee Meeting

# PC Reservation PC Usage Report

Organized By PC Area

Prepared 8/6/2019

From 7/1/2019 to 7/31/2019

Includes Timeouts, Inactivity, Early Close, Forced Close, Declined Policy

## Totals

PC Area	Total Uses	Total Time	Average Session
Dedicated	148	124:34	50.500
Lower Level	319	203:58	38.364
Main Level	168	117:53	42.101
Upper Level	2027	2186:38	64.725
TOTALS	2662	2633:03	59.347

This report was generated using the EnvisionWare Inc. Reporting Module



## Technical Services Monthly Report – July 2019

### **Statistics**

Our technical services staff cataloged and processed 1,443 items new to our collection and placed 71 purchase orders in the month of July. Our circulation staff registered 322 new patrons.

For MeL interlibrary loan, we sent 1,129 items to other libraries, and received 1,498 items for our own patrons.

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Technical Services Coordinator