

Branch Statistics Report Sheet; Begin each month with a new sheet

|   |                      |                   |                  |                         |               |                 |               |              |
|---|----------------------|-------------------|------------------|-------------------------|---------------|-----------------|---------------|--------------|
| <b>Branch:</b> _____  | <b>Week of</b> _____ |                   |                  | <b>Days open:</b> _____ |               |                 |               |              |
|   | <b>MONDAY</b>        | <b>TUESDAY</b>    | <b>WEDNESDAY</b> | <b>THURSDAY</b>         | <b>FRIDAY</b> | <b>SATURDAY</b> | <b>SUNDAY</b> | <b>TOTAL</b> |
| <b>REFERENCE/Customer assistance:</b><br>Information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. |                      |                   |                  |                         |               |                 |               |              |
| <b>COMPUTER USERS COUNT</b>   |                      |                   |                  |                         |               |                 |               |              |
| <b>PATRON COUNT</b>   |                      |                   |                  |                         |               |                 |               |              |
| <b>Monthly totals: Complete this section following the last day of the month. Attach all sheets and send to HQ</b>  |                      |                   |                  |                         |               |                 |               |              |
| <b>Month, Year</b> _____  |                      |                   |                  |                         |               |                 |               |              |
|   | <b>Sessions</b>      | <b>Attendance</b> |                  |                         |               |                 |               |              |
| <b>Childrens programs</b>   |                      |                   |                  |                         |               |                 |               |              |
| <b>Teen Programs</b>  |                      |                   |                  |                         |               |                 |               |              |
| <b>Adult Programs</b>   |                      |                   |                  |                         |               |                 |               |              |
| <b>Non-Library Sponsored Events</b>   |                      |                   |                  |                         |               |                 |               |              |
| <b>Other events (description on weekly sheet)</b>   |                      |                   |                  |                         |               |                 |               |              |
| <b>Total Legacy Funded events</b>   |                      |                   |                  |                         |               |                 |               |              |
| <b>Branch Statistics - monthly totals</b>   |                      |                   |                  |                         |               |                 |               |              |
| <b>Reference</b>  |                      |                   |                  |                         |               |                 |               |              |
| <b>Computer Users</b>   |                      |                   |                  |                         |               |                 |               |              |
| <b>Patron Count</b>   |                      |                   |                  |                         |               |                 |               |              |

Branch Statistics Report Sheet (weekly)

Begin each month with a new sheet

| Branch: _____   | Week of _____    |         |           |          |        |          |        | TOTAL | For Legacy events, write here and include in previous columns also |                                |
|---|------------------|---------|-----------|----------|--------|----------|--------|-------|--|--------------------------------|
|   | MONDAY           | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |       | TOTAL LEGACY FUNDED EVENTS   | TOTAL LEGACY FUNDED ATTENDANCE |
| <b>Include all events, whether they were held in the library or outside the library.</b>  |                  |         |           |          |        |          |        |       |  |                                |
| <b>Children's programs</b> -- any event for children age 11 and under (i.e. summer reading events, story hours, tours, etc.)                  | Attendee Count   |         |           |          |        |          |        |       |  |                                |
|   | Number of events |         |           |          |        |          |        |       |  |                                |
| <b>Teen Programs</b> -- any event for teens ages 12 and over - i.e. summer reading events, gaming, tours, etc.                                | Attendee Count   |         |           |          |        |          |        |       |  |                                |
|   | Number of events |         |           |          |        |          |        |       |  |                                |
| <b>Adult Programs</b> -- any event for adults ages 19 and over - author visits, book clubs, Hot Reads, tours, classes, workshops, etc.        | Attendee Count   |         |           |          |        |          |        |       |  |                                |
|   | Number of events |         |           |          |        |          |        |       |  |                                |
| <b>Non-Library Sponsored Meetings</b> -- Held in library or meeting room. (outside group meetings, tax help, literacy tutor in library, etc.) | Attendee Count   |         |           |          |        |          |        |       |  |                                |
|   | Number of events |         |           |          |        |          |        |       |  |                                |
| <b>Other</b> - explain briefly  | Attendee Count   |         |           |          |        |          |        |       |  |                                |
|   | Number of events |         |           |          |        |          |        |       |  |                                |



Our mission: Connecting and strengthening communities through the power of knowledge