

NEWPORT BEACH PUBLIC LIBRARY

To: Board of Library Trustees
From: Melissa Kelly, Support Services Coordinator
Date: October 7, 2013
Re: Statistical Reports

Beginning this fiscal year, 2013-2014, the Library will include the checkouts of eBooks into the circulation statistics. This is being added as a separate location line on the statistical reports since the materials are held universally for use by all Library locations and the checkouts are virtual, not associated with a specific location.

Staff was preparing to add the eBook circulation line to the current statistical reports, and thought it would be a good opportunity to look at the report presentation format. We were inspired by reports from the Omaha Public Library* which Cynthia Cowell seen in the Urban Library Council newsletter. We feel that putting graphs and charts on the same page provides a better visual understanding of the data.

In your packet we have given you the standard reports that the Library has been using for several years and attached samples of the reports that we will be moving to. Our goal is to have the new charts and graphs for the November packet. At a later date, we hope to reformat the narrative portion of the monthly report to provide a more condensed report package.

We would appreciate your feedback and suggestions in regards to the new report format.

* www.slcppl.org/files/board/dashboard062413.pdf